



CONTRACTING AUTHORITY

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Request for Proposals (RFP)

For the performance of the
work described in the
statement of work

TITLE Grounds Maintenance and Landscaping Services in Canberra, Australia	
SOLICITATION NUMBER CNBRA-18-139052	DATE 2018-07-03
<p>PROPOSAL DELIVERY In order for the proposal to be valid and accepted, it must be received no later than 2:00 pm on August 13, 2018 (as per Ottawa, Ontario Canada) referred as the "Closing Date".</p> <p>Only electronic copies will be accepted. Proposals must be received at the following e-mail address:</p> <p>Internationalproposals@international.gc.ca Solicitation #: CNBRA-18-139052</p> <p>Bidders should ensure that their name, Closing Date, and solicitation number is clearly marked in the e-mail subject / title.</p>	
<p>NON MANDATORY SITE VISIT DETAILS</p> <p>LOCATION: HIGH COMMISSION OF CANADA, COMMONWEALTH AVENUE ACT 2600</p> <p>DATE: 2018-07-012</p> <p>TIME: 10:00 AM</p> <p>PROPOSERS ARE REQUESTED TO CONFIRM THEIR ATTENDANCE WITH YOLLA RAND NO LATER THAN 48 HOURS PRIOR TO THE SITE VISIT.</p> <p>YOLLA RAND , PHONE: 61 2 6270 40547</p> <p>Bidders who do not attend or send a representative will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from site visits will be included as an amendment to the bid solicitation.</p>	
<p>Offer to: Foreign Affairs, Trade and Development Canada We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services and construction listed herein and on any attached sheets at the price(s) set out therefor.</p> <p>Name and title of person authorized to sign on behalf of the supplier.</p> <p>_____</p> <p>Signature Date</p>	

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PART 1 – INTRODUCTION

1. Purpose of this Request for Proposal (RFP)

The purpose of this RFP is to select a supplier to enter into a contract with DFATD, to provide professional grounds maintenance for the High Commission of Canada and the Official Residence Canberra, Australia as described in the Statement of Work - Appendix "A" attached herein.

2. Proposed Period of Contract

The period of the Contract is from date of award for a period of twenty-four (24) months. The contract award date is tentatively set for September 1, 2018. However, in the event of unusual circumstances, the contract could be awarded at a sooner or later date.

2.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional periods of one year each under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

3. Security Requirements

The Contractor and/or all other personnel involved in the Work must be properly supervised on the premises of the Chancery, Official Residence or staff quarters. The Contractor shall not have access to classified information or assets.

This document does NOT contain CLASSIFIED information. The Contractor shall NOT remove, without the express written approval of the Departmental Representative, any CLASSIFIED and/or PROTECTED information from the work site, and shall ensure that the Contractor's personnel are made aware of and comply with this restriction. The Contractor shall be responsible to identify the Security Requirements of the Contract to their Subcontractors and to ensure that these requirements are complied with by subcontractors.

4. Work Location

The services provided by the Contractor shall be performed at the High Commission of Canada, Commonwealth Avenue and the Official Residence 32 Mugga Way Hill ACT to the Department of Foreign Affairs , Trade and Development Canada (DFATD).

PART 2 - CONDITIONS, INSTRUCTIONS AND INFORMATION

1. Terminology

For your proposal to be considered responsive, you must comply with all the requirements of this Request for Proposal (RFP) identified as mandatory. **Mandatory criteria are also expressed by using imperative verbs such as "shall", "must" and "will" irrespective of where they appear in the RFP.**

2. Enquiries - Solicitation Stage

- 2.1 All enquiries or issues concerning this procurement must be submitted in writing to the Contracting Authority named below as early as possible within the bidding period. Enquiries and issues must be received by the Contracting Authority no later than five (5) calendar days prior to the bid closing date specified herein to allow sufficient time to provide a response. Enquiries received after that time may not be able to be answered prior to the bid closing date.
- 2.2 To ensure consistency and quality of information provided to bidders, the Contracting Authority will provide, simultaneously to all companies to which this solicitation has been sent, any information with respect to significant enquiries received and the replies to such enquiries 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 Contracting Authority named below. Non-compliance with this condition during the solicitation period may (for that reason alone) result in disqualification of your bid.
- 2.4 **Contracting Authority:**
Donnalee Roman
Contracting Specialist
Department of Foreign Affairs, Trade and Development
E-mail: internationalproposals@international.gc.ca att Donna Roman

3. Bidder Improvement to the Requirement during Bid Period

Should the Bidder consider that the specifications or Statement of Work contained in this Request for Proposal (RFP) can be improved technically or technologically, the Bidder is invited to make suggestions, in writing, to the Contracting Authority named herein. 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 provided they are received by the Contracting Authority no later than eight (8) calendar days prior to bid closing date specified herein. Canada reserves the right to accept or reject any or all suggestions.

4. Proposal (bid) Preparation Cost

The costs, including travel incurred by the Bidder in the preparation of its proposal and/or the negotiation (if applicable) of any resulting contract **will not** be reimbursed by DFATD.

5. Proposal (Bid) Delivery

- 5.1 Proposals (bids) are to be sent **ONLY** to the address stipulated on page 1.
- 5.2 Bidders should ensure that the RFP Number CNBRA-18-139052 is clearly marked on their proposals
- 5.3 Proposals (bids) and/or amendments thereto, will only be accepted by DFATD if they are received at the email address indicated above, on or before the closing date and time specified herein.
- 5.4 **Responsibility for proposal (bid) delivery:** The Bidder has sole responsibility for the timely receipt of a proposal (bid) by DFATD and cannot transfer this responsibility to the Government of Canada. DFATD will not assume responsibility for proposals (bids) that are directed to a location other than the one stipulated in paragraph 5.1 above.

6. Proposal (bid) Closing Date and Time:

In order for the proposal (bid) to be given consideration, the Bidder's proposal (bid) must be received at the address and by the date and time stipulated on page 1 of this RFP.

7. Validity of Proposal (bid)

Any proposal (bid) must remain open for acceptance for a period of not less than ninety (90) days after the closing date of the RFP.

8. Rights of Canada

Canada reserves the right:

- a. during the evaluation, to submit questions or conduct interviews with Bidders, at Bidder cost, upon forty eight (48) hours' notice, to seek clarification or verify any or all information provided by the bidder with respect to this RFP;
- b. to reject any or all proposals received in response to this RFP;
- c. to enter into negotiations with one or more bidders on any or all aspects of its proposal;
- d. to accept any proposal in whole or in part without prior negotiation;
- e. to cancel and/or re-issue this RFP at any time;
- f. to award one or more contracts, if applicable;
- g. to retain all proposals submitted in response to this RFP;
- h. not to accept any deviations from the stated terms and conditions;
- i. to incorporate all, or any portion of the Statement of Work, Request for Proposal and the successful proposal in any resulting contract; and
- j. not to contract at all.

9. Incapacity to Contract with Government

9.1 Canada may reject a bid where the Contractor, including the contractor's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:

- a. Section 121, Frauds upon the Government;
- b. Section 124, Selling or Purchasing Office;
- c. Section 418, Selling Defective Stores to her majesty;

9.2 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.

10. Incurring of Cost

No costs incurred before receipt of a signed contract or specified written authorization from the Contracting Officer 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 aforementioned officer. Your attention is drawn to the fact that the Contracting Officer is the only authority which can commit the Government to the expenditure of the funds for this requirement.

11. Qualifying Joint Venture Bids

A joint venture, regardless of how it has chosen to structure itself, can only be qualified as an eligible bidder if it is a financially viable legal entity. In joint ventures proposals, only one of the parties must function as the prime contractor and assume full responsibility for the execution of the contract. As such, bidders must identify in their bid who the prime contractor will be.

12. Definition of Bidder

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

13. Conflict of Interest - Unfair Advantage

13.1 In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:

- a) if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;

- b) if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.
- 13.2 The experience acquired by a bidder who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This bidder remains however subject to the criteria established above.
- 13.3 Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.
- 14. The Office of the Procurement Ombudsman (OPO)**
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. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

PART 3 - PRESENTATION OF PROPOSALS

When responding, the proposal (bids) **MUST** be delivered to the location and by the time and date stipulated herein.

1. Format and Content of Proposals (Bids)

- 1.1 Proposals (bids) should be organized in an identical fashion to, and reference the same paragraph numbers as this RFP. Additional subsections may be used as appropriate. Bidders should respond to every paragraph of the RFP. In some instances “Noted” or “N/A” may be sufficient, or a reference may be made to another paragraph.
- 1.2 The Bidder is to provide a signed covering letter with their proposal (bid) submitted in response to this RFP at closing date and time or upon request from the Contracting Authority. The covering letter must reference the RFP Number CNBRA-18-139052. The Bidder’s signature indicates acceptance of the terms and conditions set out herein. The signatory must have authority to commit the organization by making such a proposal. Ensure that the proposal includes a contact name, address and phone number. A contract will not be awarded until a signed covering letter from the Bidder is received by the Crown. If the Bidder fails to provide a signed covering letter when requested to do so by the Contracting Authority, then the Bidder shall be disqualified from the bidding process and be declared non-compliant..
- 1.3 The proposal (bid) should be structured in separate electronic documents .

Part A: Technical Proposal,
Part B: Financial Proposal

The Certifications can be provided separately or within Part A.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

- 1.4 Your proposal (bid) should be concise and should address, but not necessarily be limited to the points that are subjected to the mandatory requirements and evaluation criteria identified herein, against which the proposal will be evaluated.

It is strongly recommended that bidders ensure each of the requirements is addressed in sufficient depth to ensure a fair and complete evaluation of the proposal.

- 1.5 Only those proposals which fulfill all Mandatory requirements identified in this RFP will be further evaluated based upon the scoring system listed in Appendix “B”.
- 1.6 Bidders are advised that only listing experience without providing any supporting information data such as: references, credentials, number of projects completed and in progress, the period of the work performed in number of months and years in past and present employment, where and how such experience was obtained will not be considered to be “demonstrated” for the purpose of this evaluation.
- 1.7 Proposals must be submitted in either of Canada’s official languages (English or French). Any translations fees required to meet this criterion will be borne by the bidder.

2. Financial Proposal

- 2.1 Prices must appear in the financial proposal ONLY. Failure to comply will result in your proposal being declared non-compliant and rejected from further consideration. Financial proposals will only be opened after the evaluation of the technical proposal is completed.
- 2.2 Bidders must submit their financial bid in accordance with Appendix “D” – Pricing Schedule.
- 2.3 The price of the bid will be evaluated in AUD\$ excluding Value Added Tax (VAT).

3. Certifications

- 3.1 The certifications in Appendix “C” – Certifications, should be completed, signed and submitted with your proposal (bid). A contract will not be awarded until all certifications have been signed by the Bidder and received by the Crown. If the Bidder fails to provide the certifications when requested to do so by the Contracting Authority, then the Bidder shall be disqualified from the bidding process and be declared non-compliant.
- 3.2 Compliance to the Certifications the Bidder has provided Canada is subject to discretionary audit. In the event that it is determined that any certification made by the Bidder is untrue, whether made knowingly or unknowingly, any contract entered into may be determined to be in default and the Minister shall be entitled, pursuant to the provisions of the contract, to terminate for default.

4. Basis of Selection – Lowest Price per Point

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum of 70 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 130 points.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. 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.

THE FOLLOWING TABLE IS FOR ILLUSTRATIVE PURPOSES ONLY

Bidder	Financial Proposal	Total Technical Points	Cost per Point	Rank
Bidder 1	\$75,000.00	78	\$964.54	2 nd
Bidder 2	\$92,000.00	83	\$1,108.44	3 rd
Bidder 3	\$81,000.00	88	\$920.46	1 st *

*Bidder 3 would be awarded the contract.

PART 4 - GENERAL PROVISIONS OF RESULTING CONTRACT

The Government of Canada is committed to publicly disclose all contracts entered into it for amounts over \$10,000, with only very limited exceptions such as national security. These requirements cover the procurement contracts for goods and services. It will be a term of any resulting contract pursuant to this RFP that information contained in it in relation to the following data elements - vendor name, reference number, contract date, description of work, contract period or delivery date, contract value - will be gathered, and posted on the departmental Internet site

<http://www.international.gc.ca/department-ministere/transparency-transparence/contract-contrat.aspx?lang=eng>

Information that would normally be withheld under the Access to Information Act and Privacy Act will not appear on that website. This "public disclosure" is intended to ensure that contract information is collected and presented consistently across government and in a manner that promotes transparency and facilitates public access.

In the event of inconsistencies between the wording of Parts 1 to 4 of the Request for Proposal and the appendices attached thereto, the wording of Parts 1 to 4 of the Request for Proposal shall prevail.

The following terms and conditions will form part of any resulting contract:

1. General Conditions

General Conditions - Higher Complexity - Services 2035 (2013/06/27) shall form part of this solicitation document and any resulting Contract. They can be viewed at the following website address:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2035/11>

NOTE: It is strongly recommended that bidders visit the above site to better understand these General Conditions.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Appendix "A".

3. Security Requirements

The Contractor and/or all other personnel involved in the Work must be properly supervised on the premises of the Chancery, Official Residence or staff quarters. The Contractor shall not have access to classified information or assets.

This document does NOT contain CLASSIFIED information. The Contractor shall NOT remove, without the express written approval of the Departmental Representative, any CLASSIFIED and/or PROTECTED information from the work site, and shall ensure that the Contractor's personnel are made aware of and comply with this restriction. The Contractor shall be responsible to identify the Security Requirements of the Contract to their Subcontractors and to ensure that these requirements are complied with by subcontractors.

4. Term of Contract

4.1 Period of Contract

The period of the Contract is estimated to be from September 1, 2018 to August 31, 2020 a period of 24 months. A contract could be awarded a sooner or later date.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional periods of one year each under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Donnalee Roman

Contracting Specialist

125 Sussex Drive, Ottawa, Ontario K1A 0G2

E-mail address: Donna.Roman@international.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority [to be filled in by DFATD at contract award]

The Project Authority for the Contract is:

Name:

Branch

Address

Telephone:

Fax:

E-mail address:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative [to be filled in by DFATD at contract award]

Name:

Title:

Telephone:

Fax:

E-mail:

6. Payment

6.1 Basis of Payment

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract.

6.1.1 Basis of Payment – Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of _____ (*amount to be inserted at contract award*).

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Goods and Services Tax, Harmonized Sales Tax or Value Added Tax

All prices and amounts of money in the Contract are exclusive of GST, HST or VAT as applicable, unless otherwise indicated. The Goods and Services Tax (GST), Harmonized Sales Tax (HST) or Value Added Tax (VAT), whichever is applicable, is extra to the price herein and will be paid by Canada.

The estimated GST, HST or VAT is included in the total estimated cost on page 1 of contract. GST, HST, or VAT to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST, HST or VAT does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to the appropriate Government Agency any amounts of GST, HST or VAT paid or due.

6.3 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.4 Method of Payment – Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada.

6.5 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows: The original and one (1) copy of each invoice together with supporting documents shall be forwarded to the Project Authority for certification and payment.

7. SACC Manual Clauses

The following SACC Manual clauses are hereby included by reference within the contract and can be found at the following website address: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Reference #	Date	Title
A9117C	2007-11-30	T1204 - Direct Request by Customer Department
A9068C	2010-01-11	Government Site Regulations
B1000T	2007-11-30	Condition of Material
C0710C	2007-11-30	Time and Contract Price Verification

8. Personnel

- 8.1 DFATD reserves the right to conduct periodic background checks on personnel employed or subcontracted by the contractor. The Contractor shall, at least ten (10) days before the first day on which any person is required to enter the site for the purpose of carrying out the work, provide to the Project Authority a document setting out the name, residential address, date, and place of birth of all employees intending to do work at the High Commission of Canada, Canberra. The Contractor shall be responsible to arrange police verification for all workers prior to their starting work at the High Commission. This condition shall apply equally to any employees of the Contractor who are engaged for work at the Embassy after the start of the contract. The Mission reserves the right to deny access to any individual on the basis of security reasons.
- 8.2 DFATD reserves the right, in its sole discretion, to decide that personnel employed or subcontracted by the contractor are unsuitable. In such circumstances, the contractor shall ensure that personnel are removed from property and replaced with personnel suitable to DFATD.

9. Applicable Laws

This contract shall be governed by and construed in accordance with the laws in force in Ontario; provided, however, that the Contractor shall be bound to comply with all local laws, statutes, regulations pertaining to or otherwise affecting his/her performance at the work site.

10. Government Smoking Policy

Where the performance of work requires the presence of the Contractor's personnel on government premises, the Contractor shall ensure that its personnel shall comply with the policy of the Government of Canada which prohibits smoking on any government premises.

11. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

12. Anti-terror

The Contractor shall not use the funds for the purpose of any payment to persons or entities, or for the supply of goods, if such payment or supply to the Contractor's knowledge or belief, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations or is made, directly or indirectly, to finance, support, facilitate or benefit a terrorist or a terrorist group listed under the Canadian *Criminal Code*, the *United Nations Al-Qaida and Taliban Regulations* or the *Regulations Implementing the United Nations Resolutions on the Suppression of Terrorism*.

If the Contractor breaches paragraph above, DFATD shall terminate this Contract immediately without notice or any further obligation to the Contractor. The Contractor shall immediately refund to the Receiver General of Canada *via* DFATD all unspent funds provided under this Contract.

13. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the Articles of Agreement;
- b) 2035 General Conditions - Higher Complexity - Services (2013/06/27);
- c) Appendix "A", Statement of Work;
- d) Appendix "B", Basis of Payment;

14. Insurance

- 14.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than 300,000.00 TL per accident or occurrence and in the annual aggregate.
- 14.2 The Commercial General Liability policy must include the following:
- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

- 14.3 The Contractor shall provide to DFATD a full certified copy of the Comprehensive general Liability Policy. Such certified copies must be delivered to, and approved by, DFATD, before the Contractor shall be permitted to commence work;

In lieu of a full certified copy of the Comprehensive general Liability Policy ONLY, a Certificate of Insurance may be accepted by DFATD, at its discretion, if such Certificate specifically confirms that all of the coverage mentioned above are included in the policy coverage; and,

It shall be the sole responsibility of the Contractor to determine what additional insurance coverage, if any, are necessary or advisable, for its own protection and/or fulfill its obligations under this Contract. Any such additional insurance shall be provided and maintained by the Contractor at its own expense.

Appendix "A" **Statement of Work**

1. Title:

Grounds Maintenance and Gardening Services at the High Commission of Canada in Canberra, Australia

2. Background:

The High Commission of Canada is seeking to contract a professional grounds maintenance company for the High Commission grounds on Commonwealth Avenue and the High Commissioner's residence at 32 Mugga Way, Red Hill.

3. Objective of the Work:

To provide professional landscaping and grounds maintenance services at the High Commission of Canada, Commonwealth Ave and Official Residence, 32 Mugga Way Red Hill ACT to the Department of Foreign Affairs, Trade and Development Canada (DFATD).

4. Scope

The Contractor will provide a range of grounds maintenance, gardening and landscaping services and must have suitable knowledge and ability to maintain the properties to a representational standard

5.Task(s) and Specifications

5.1 OFFICIAL RESIDENCE 32 Mugga Way Red Hill

The Official Residence (OR) covers a surface area of around 3500 m². The area is divided as follows: 800 m² buildings (villa and other buildings), 1200 m² lawns and flowerbeds, and approx. 1500 m² driveways and paved areas.

The Contractor must perform the following:

- a. Weekly cleaning to identify and immediately address health and safety hazards (e.g. slippery leaves on pathways) and unsightly messes (e.g. large fallen branches).
- b. Cleaning all the grounds weekly, including raking lawns, raking or sweeping planted areas and roadways, removing dead or dying vegetation, cleaning all grills of surface water drainage system on driveways, disposing of general debris/garbage, both within the gardens and immediately outside (e.g. near the entrance gates).
- c. Weeding the beds and the paved areas, checking them twice a month from April to September and weekly from October to March for new infestation.
- d. Mowing the lawns weekly during the growth periods (October – April) and twice a month in the dormant months, to include all other lawn maintenance activities designed to keep the lawns in representational condition.
- e. Trimming hedges (of all heights) eight (8) times a year (every forty (40) – fifty (50) days, as required)

- f. Checking, cleaning and pruning all flowers, shrubs and borders, to include cleaning and digging the beds in which they grow.
- g. Checking all sprinkler systems monthly and when in use from October to March to include routine replacement of defective components, sprinkler heads, controller parts and electro-valves.
- h. Pruning bushes and trees less than five (5) metres in height six (6) times a year (every fifty (50) – sixty (60) days, as required).
- i. Preparing a detailed technical report of activity, state of in ground sprinklers and related systems, and recommended action beyond the scope of the contract once a year.
- j. Treating the grounds with fertilizer and pesticides in order to protect and encourage trees and plants, and if need be taking the necessary steps to remove trees and branches that have become dangerous.
- k. Removing all the waste created in connection with the above activities on a weekly basis. Garden waste must be disposed of in an ecologically-friendly manner.
- l. Tending the area (approximately 100 m²) set aside as a kitchen garden on a constant basis, to include changing the strains to be cultivated depending on the seasons and the requirements of the residents.
- m. General renovation of one quarter of the lawns each year by coring and fertilising
- n. Supply and spreading of approximately 10 cubic metres of forest mulch every year to all flower gardens.

5.1.1 Special Operations

The Contractor will provide a two (2) year work plan for all special operations to be carried out as part of the regular maintenance work. The work plan is due within six (6) months from the contract award date. The work plan must be reviewed and approved by the Project Authority prior to implementation. Specific activities will include the following:

- a. developing plans for replanting or changing vegetation in flower beds with the emphasis on colour and water conservation.
- b. developing areas for cut flowers to supply the OR with material for floral arrangements

5.1.2 Constraints:

The Contractor must be flexible in the work days and should there be a need to change the day(s) that the work is to be carried out due to hospitality or other operational requirements. The Project Authority must give the Contractor a minimum of 24 hours' notice of a change of date.

5.2 CHANCERY - Commonwealth Ave Yarralumla

This property covers around 10,700 square metres, of which: approximately 7000 m² are flowerbeds, lawns, etc., 750 m² are the Chancery and other buildings, and 2950 m² are driveways and paths, parking spaces.

The Contractor must perform the following:

- a) Weekly patrol cleaning to identify and immediately address health and safety hazards (e.g. slippery leaves on pathways) and unsightly messes (e.g. large fallen branches).
- b) Cleaning all the grounds weekly, including raking lawns, raking or sweeping planted areas and roadways, removing dead or dying vegetation, and disposing of general debris/garbage, both within the gardens and immediately outside (e.g. near the entrance gates).
- c) Weeding the beds and the paved paths, checking them twice a month from April to September and weekly from October to March for new infestation.
- d) Mowing the lawns weekly during the growth periods (October – April) and twice a month in the dormant months, to include all other lawn maintenance activities designed to keep the lawns in representational condition.
- e) Trimming hedges (of all heights) eight (8) times a year (every forty (40) – fifty (50) days, as required)
- f) Checking, cleaning and pruning all flowers, shrubs and borders, to include cleaning and digging the beds in which they grow.
- g) Checking all sprinkler systems monthly and when in use from October to March to include routine replacement of defective components, sprinkler heads, controller parts and electro-valves
- h) Pruning bushes and trees less than five (5) metres in height six (6) times a year (every fifty (50) – sixty (60) days, as required).
- i) Pruning of twenty (20) rose bushes every year as well as treatment for insect or fungal problems as required.
- j) Pruning of two (2) large Oleanders at the front entrance twice annually
- k) Preparing a detailed technical report of activity, state of in ground sprinklers and related systems, and recommended action beyond the scope of the contract once a year.
- l) Treating the grounds with fertilizer and pesticides in order to protect and encourage trees and plants, and if need be taking the necessary steps to remove trees and branches that have become dangerous.
- m) Removing all the waste created in connection with the above activities on a weekly basis. Garden waste must be disposed of in an ecologically-friendly manner.
- n) Seasonal removal of all fallen leaves from the property.

5.2.1 Special Operations

The Contractor will provide a two (2) year plan for all special operations to be carried out as part of the regular maintenance contract. The plan MUST be reviewed and approved by the Project Authority prior to implementation. Specific activities will include the following:

- a. Pruning dead branches from eleven (11) mature elm trees and 4 maple trees of significant nature every two (2) years.
- b. Supply and spreading of 10 cubic metres of pine bark where necessary every year.

6 General Quality Standards

The Contractor must, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any and all materials supplied for the gardening work and may be required to provide samples of materials from the stock for testing purposes. Only products and equipment approved by Australian or Canadian standards will be used.

The Contractor must ensure that all equipment used to perform the work is in a state of good repair. The Project Authority reserves the right to deem the equipment to be unsafe, not suitable or defective taken out of service. The Contractor is responsible to supply replacement equipment. All equipment shall be of a commercial type and energy-efficient.

The Contractor must store and handle all chemicals and gardening products in a safe and responsible manner according to the manufacturer's recommendations for safe use and storage. The Contractor is required to supply Material Safety Data Sheets for all products used in the carrying out of the aforementioned services.

The High Commission will not be responsible for damage to the Contractor's supplies, material, or equipment, or to the Contractor's employees' personal belongings brought or left in the Chancery and/or Embassy Grounds.

Any gardening or grounds problems which cannot be corrected immediately must be reported as soon as possible to the Project Authority.

7 High Commission Facilities

The High Commission will provide office/workshop facilities equipped with desk, telephone, tool cabinets and work benches. The Contractor will be allowed access to the workshop during regular working hours only.

Appendix “B” Evaluation Criteria

1. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

1.1 Corporate Experience

The Proponent must have acquired minimum three (3) projects within the last ten (10) years from the bid closing date in providing grounds maintenance services of similar size and scope to the requirement defined in Annex “A” Statement of Work.

The following information must be provided for each project:

- (a) title of project(s);
- (b) location (city, country);
- (c) brief description of project scope, schedule, and responsibilities;
- (d) overall cost of the project, if available; and,
- (e) start and end dates of the project (e.g. month/year).

1.2 Permanent Office Location

The Proponent must have a permanent office located in the greater Canberra region.

2. Point Rated Technical Criteria

Proposals which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Proposals which fail to obtain the required minimum number of points (60% or 60 points out of 100) will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Table 1			
#	Point Rated Technical Criteria	Minimum Number of Points Required	Maximum Number of Points
	Organization and Management	30	40
	Equipment, Materials and Uniforms	5	15
	Experience of Key Personnel	15	20
	Quality Assurance	5	15
	Work Plan	5	10
Overall Points – Maximum Available / Minimum Required =		60	100

Rating Table	
Percentage of Available Points	Basis for Percentage Distribution
0%	The response is deficient. Proponent receives 0% of the available points for this element.
50%	The response includes some information, but is also missing a substantial amount of information. Some elements poorly described. Proponent receives 50% of the available points for this element.
70%	The response includes most of the information required to be complete meeting the established minimum and contains no significant weaknesses. Proponent receives 70% of the available points for this element.
85%	The response includes a substantive amount of the information required to be complete and contains several value added elements. Proponent receives 85% of the available points for this element.
100%	Substantial details provided leading to a complete and thorough understanding of the requirement. Proponent receives 100% of the available points for this element.
This Rating Table applies to all Point Rated Technical Criteria.	

2.1 Organization and Management (40 points)

The Proponent should describe its strategy and approach to team organization, management and capacity to ensure that it will maintain the appropriately trained competent personnel to fulfill the requirements in Annex A, Statement of Work that includes the following:

- (a) Description of the proposed resources including team organization, management, oversight and their respective roles and responsibilities. **(5 points)**
- (b) Strategy to recruit experienced supervisors, head groundskeepers and groundskeepers to meet the requirements and resource capacities detailed in Section 11 of the Statement of Work. **(10 points)**
- (c) Strategy for managing personnel performance (e.g. absenteeism, performance issues, arrival/departure time) including disciplinary policy (e.g. verbal /written reprimands, suspension, etc.). **(10 points)**
- (d) Strategy for scheduling the work of resources (e.g. supervisor, head groundskeepers, groundskeepers, etc.). **(10 points)**
- (e) Capacity to provide additional resources for as and when requested services such as periodical work. **(5 points)**

2.2 Equipment and Materials (15 points)

The Proponent should demonstrate that it will supply all the required equipment, tools, materials, supplies and uniforms to perform the Work including a description of the following:

- (a) A list of commercial equipment and tools (e.g. Electric/gas commercial lawn mower, trimmers, oscillating sprinklers, garden hose with shower and spry gun, telescopic snap cutter, ladders, etc.) available to carry out the work, including their specifications (e.g. make, type, model number, performance capabilities, quantity etc.) and that it is designed for the application it is to be used. **(5 points)**
- (b) A list of the materials and/or products (e.g. manure, fertilizers, photosynthetic-activators, weed killer, rich soil, etc.) that will be used to carry out the services, including specifications (e.g. brand name, manufacturer, item description) and indicate if item the is environmentally friendly, etc.). **(5 points)**
- (c) A description of the uniform to be provided to personnel to carry out the work. **(5 points)**

2.3 Experience of Key Personnel (20 points)

Each proposed Key Personnel should have acquired recent experience (within the last 10 years from the bid closing date) of a minimum of three (3) projects in performing services of similar size and scope to the requirement in Annex "A" Statement of Work.

For each Key Personnel proposed, the following information should be provided:

- (a) area(s) of expertise of the individual and years of experience;
- (b) individuals' years of experience with the Proponent;
- (c) responsibilities held, by the individuals being proposed, for projects they have performed; and
- (d) certification and licensing of personnel, as appropriate.

2.4 Quality Program (15 points)

The Proponent should describe its Quality Assurance Program including its scope, standards and management including the process to identify and act upon non-conformance and implement corrective action.

2.4 Work Plan (10 points)

The proponent should provide a work plan outlining its maintenance schedule to execute the various phases and tasks of the Work to the required specifications and ensuring certification/compliance with any applicable government regulations to meet the requirements of Annex "A", Statement of Work.

Appendix “C” – Certifications

The certifications listed herein should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

1. Certification of Understanding

The Bidder certifies that all parts of this RFP have been reviewed in detail and are completely understood in order to make its proposal. Under no circumstances will the Statement of Work, specifications, or task description be subject to revised interpretation or amended following Contract award except where the Contracting Authority so authorizes in writing.

Signature Bidder/Contractor

Date

2. Certification of Education, Experience and Legal Right to Work in Australia

We certify that all statements made with regard to the experience and legal right to work in Australia of individuals proposed for completing the subject work are accurate and factual, and we are aware that the Project Authority reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-responsive.

Should verification by the Project Authority disclose untrue statements, the Project Authority shall have the right to treat any Contract resulting from this Bid as being in default and to terminate it accordingly.

Signature Bidder/Contractor

Date

3. Certification of Availability and Status of Personnel

Certification from the Bidder that all proposed staff will be available to commence the work at the period specified herein, and will remain available to perform the work in relation to the fulfilment of this requirement.

If the Bidder/Contractor has proposed any person in fulfilment of this requirement who is not an employee of the Bidder/Contractor, the Bidder/Contractor hereby certifies that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the work to be performed in fulfilment of this requirement and to submit such person's résumé to the Contracting Authority.

If the Bidder/Contractor has proposed any person in fulfilment of this requirement who is or who is not an employee of the Bidder/ Contractor, the Bidder/Contractor hereby certifies that such a person is under no restrictive covenant in relation to a constraint of trade that would prevent the person from fulfilling his or her services in relation to the work.

During the bid evaluation, the Bidder/Contractor MUST upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all non-employees proposed. The Bidder/Contractor agrees that failure to comply with such a request may lead to disqualification of the Bidder's/Contractor's proposal from further consideration.

Signature Bidder/Contractor

Date

4. Certification of Identity or Legal Capacity of Bidder

In order to establish the legal capacity under which a bidder proposes to enter into the Contract, any bidder who carries on business in other than its own personal name shall, if requested by the Contracting Authority, provide proof of the legal capacity under which it carries on business to the Contracting Authority prior to Contract award. Such proof may be in the form of a copy of the articles of incorporation or of the registration of the business name of a sole proprietor, of a trade name, of a partnership, etc.

Signature Bidder/Contractor

Date

5. Former Public Servant Certification (Canada)

Contracts with former Canadian public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **YES** () **NO** ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;

(b) date of termination of employment or retirement from the Public Service.

Work Force Reduction Program (Canada)

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES** () **NO** ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Signature Bidder/Contractor

Date

6. Federal Contractors Program - \$200,000 or more

The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

1. Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form [LAB 1168](#), Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) () is not subject to the FCP, being a regulated employer under the [Employment Equity Act](#), S.C. 1995, c. 44;
- (c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the [FCP](#) is available on the HRSDC Web site.

Signature Bidder/Contractor

Date

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Signature Bidder/Contractor

Date

Appendix “D” – Pricing Schedule

This schedule is to be completed and included in the Bidders Financial Proposal

- 1.1 The firm prices/rates are all inclusive and must include cost of labor, direct materials and supplies, equipment, fringe benefits, general and administrative expenses, overhead and profit, as applicable. All overhead expenses normally incurred in providing the services such as project office space and furnishings, word processing, work estimates, photocopying, courier and telephone charges, local travel are included in the firm monthly and firm per diem rates identified hereunder and will not be permitted as direct charges.
- 1.2 Travel and Living Expenses will not be paid for any part of this contract including any relocation required to satisfy the terms of the contract.

Name of Firm: _____

Address: _____

Contact Person: _____

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

Email: _____@_____

Proponents must provide firm rate(s) for each period indicated below (VAT excluded) in Australian Dollars (AUD):

Summary Table

Sub Total from Schedule 1,	_____
Sub Total from Schedule 2,	_____
Sub Total from Schedule 3,	_____
Sub Total from Schedule 4	_____
Total price for Financial Evaluation Purposes (VAT excluded)	_____

PRICING SCHEDULE 1					
Firm Period – 2 YEARS (24 months)					
CATEGORY		Maximum number of hours per month	Firm, All Inclusive Hourly Rate	Sub-total (in AUD\$)	
		A	B	A x B x 24	
1	Labour: Maintenance Services – Groundskeeper High Commission of Canada	40	\$	\$	
2	Labour: Maintenance Services – Groundskeeper Official Residence	40	\$	\$	
3	Variable Hours – As requested Maintenance Services – Groundskeeper Official Residence /High Commission	10	\$	\$	
Schedule 1 Evaluated Price =			\$		

PRICING SCHEDULE 2					
FIRST OPTION PERIOD – One Year (12 months)					
CATEGORY		Maximum number of hours per month	Firm, All Inclusive Hourly Rate	Sub-total (in AUD\$)	
		A	B	A x B x 12	
1	Labour: Maintenance Services – Groundskeeper High Commission of Canada	40	\$	\$	
2	Labour: Maintenance Services – Groundskeeper Official Residence	40	\$	\$	
3	Variable Hours – As requested Maintenance Services – Groundskeeper Official Residence /High Commission	10	\$	\$	
Schedule 2 Evaluated Price =			\$		

PRICING SCHEDULE 3					
SECOND OPTION PERIOD – One Year (12 months)					
CATEGORY		Maximum number of hours per month	Firm, All Inclusive Hourly Rate	Sub-total (in AUD\$)	
		A	B	A x B x 12	
1	Labour: Maintenance Services – Groundskeeper High Commission of Canada	40	\$	\$	
2	Labour: Maintenance Services – Groundskeeper Official Residence	40	\$	\$	
3	Variable Hours – As requested Maintenance Services – Groundskeeper Official Residence /High Commission	10	\$	\$	
Schedule 3 Evaluated Price =			\$		

PRICING SCHEDULE 4					
THIRD OPTION PERIOD – One Year (12 months)					
CATEGORY		Maximum number of hours per month	Firm, All Inclusive Hourly Rate	Sub-total (in AUD\$)	
		A	B	A x B x 12	
1	Labour: Maintenance Services – Groundskeeper High Commission of Canada	40	\$	\$	
2	Labour: Maintenance Services – Groundskeeper Official Residence	40	\$	\$	
3	Variable Hours – As requested Maintenance Services – Groundskeeper Official Residence /High Commission	10	\$	\$	
Schedule 4 Evaluated Price =			\$		

