

Notice of Proposed Procurement

Commercial Cleaning Services for the Chancery of the Embassy of Canada in Shanghai, China.

Solicitation #18-137291

Requirement

The Department of Foreign Affairs, Trade and Development (DFATD) has a requirement for commercial cleaning services to be performed at the Consulate General of Canada in Shanghai, China. The Consulate General is a facility with a floor area of 4170 square meters. The facility consists of 1.5 floors of offices and reception areas. The existing full time cleaning work force for this location is comprised of two cleaning personnel.

The range of required cleaning services includes regularly scheduled services of various frequencies (e.g. daily, weekly, monthly, quarterly, and annually) and periodical services on an "as and when requested" basis and will include the contractor providing all necessary labour, supervision, materials, consumables, transportation, tools, uniforms and equipment necessary to perform the required work.

The contract is tentatively set to begin on 01 September 2018 for a period of two (2) year. The contract includes three additional option periods of one year each.

The solicitation contains a security requirement for contractor personnel working on site in Shanghai, China. The successful bidder, its proposed resources and/or subcontractors who require security clearance will be sponsored by DFATD to obtain the required clearances before award of contract.

Mandatory Technical Evaluation Criteria

MT1 Overview of the Bidder

The bidder must have a permanent office in the Shanghai area, staffed with permanent employees to be eligible for this contract.

The bidder must provide the following information:

1. Official company legal name;
2. Company address;
3. Number of permanent employees:

MT2 Experience of the Bidder

The Bidder must submit a Company Profile, which includes the number of years in operation, number of resources etc. The bidder must submit a minimum of three(3) references from equivalent sized contracts dated between 2014 and the present.

Each project of similar size and scope is defined as follows:

- (a) A minimum duration of twelve (12) consecutive months;
- (b) A minimum total floor space are of 3500 square meters (m²); and,
- (c) A space of similar use or type (i.e. office space).

A customer reference must be provided including contact person, name, title and telephone number (e-mail address if available). References may be contacted for verification purposes

Basis of Selection

Bids will be assessed in accordance with the entire requirement of the bid solicitation document including the technical (mandatory and point rated) and financial evaluation criteria.

The responsive bid with the lowest price per point will be recommended for award of contract.

Distribution of Solicitation Documents

The solicitation documents are available on request to Canada's Representative at:

Internationalproposals@international.gc.ca

The Crown retains the right to negotiate with suppliers on any procurement.

Documents may be submitted in either official language of Canada.