

## **NOTICE OF PROPOSED PROCUREMENT (NPP)**

### **Canadian Embassy Grounds Maintenance and Landscaping Services,**

**Beijing, China**

**Solicitation number: 17-128925**

#### **Requirement**

The Department of Foreign Affairs, Trade and Development Canada (DFATD) requires a contractor to provide professional landscaping and grounds maintenance services at the Embassy of Canada in Beijing, China. The Embassy of Canada in Beijing includes a landscape area of approximately 8310 square meters (outdoors) for Main compound and 3350 square meters for North Annex (outdoors).

The range of required services includes regularly scheduled services and periodical services on an “as and when requested” basis, and the contractor will be required to supply, operate and maintain all tools and equipment necessary for the completion of the work as well as supplying uniforms to its on-site personnel.

The work will be performed at the Embassy of Canada in Beijing, China, located at NO.19, Dong Zhi Men Wai Street, Chaoyang District.

The work must be performed from the date of contract award (tentatively scheduled for December 1, 2018) for a period of two years. However, in the event of unusual circumstances, the contract could be awarded at a sooner or later date. There is also a potential of three additional one-year irrevocable option periods under the same terms and conditions.

The solicitation contains a security requirement of reliability status for contractor personnel working on site. 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 criteria**

The Bidder must demonstrate that the company has an office located within 50 kilometres of the Embassy of Canada in Beijing.

The Bidder must have acquired experience of at least three projects within the last ten years from the bid closing date in providing grounds maintenance services of similar size and scope.

#### **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 evaluated price per point will be recommended for award of a contract.

#### **Mandatory Site Visit**

There will be a mandatory site visit on October 10, 2018 at 9:00 am local time in Beijing. The address of the site is NO.19, Dong Zhi Men Wai Street, Chaoyang District – Bidders are requested to confirm their attendance with Canada’s Representative no later than five working days before the site visit and provide the names of the person(s) who will attend. A maximum of two representatives per bid will be permitted to attend.

### **Distribution of Solicitation Documents**

To be added to the list of interested bidders who wish to receive the Request for Proposals (RFP) documents, you must request by sending an email to: [internationalproposals@international.gc.ca](mailto:internationalproposals@international.gc.ca) **before** this Notice of Proposed Procurement (NPP) closing date.

RFP documents will be emailed to interested bidders after the NPP closing date.

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

Documents may be submitted in either official language of Canada.