



A1. DEPARTMENTAL REPRESENTATIVE

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**Construction
Request for Proposals (RFP)**

for

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

A2. TITLE Façade lighting – Canadian Embassy – Paris, France		
A3. SOLICITATION NUMBER 19-145757	A4. PROJECT NUMBER B-PARIS-105	A5. DATE 11 October 2018
A6. RFP DOCUMENTS <ol style="list-style-type: none"> 1. Request for Proposals (RFP) title page 2. Submission Requirements and Evaluations (Section “I”) 3. Price Proposal (Section “II”) 4. General Instructions (Section “III”) 5. Statement of Work (SOW) (Appendix “A”) 6. The attached draft Construction Contract 7. Preliminary project schedule 8. Common technical clauses (CCTG) 9. Bill of Quantities (CDPGF) 10. Particular technical clauses (CCTP) 11. General coordination plan for health and safety (PGC SPS) <p>The bid package will be published on the website www.buyandsell.gc.ca. In the event of discrepancies, inconsistencies or ambiguities of the wording of these documents, the document that appears first on the above list shall prevail.</p>		
A7. PROPOSAL DELIVERY <p>In order for the proposal to be valid, it must be received no later than 14h00 local time (Ottawa, Ontario) on 25 October 2018 referred to herein as the “Closing Date”.</p> <p>Only electronic submissions will be accepted via the following electronic mail address: realproperty-contracts@international.gc.ca</p> <p>Proposal submissions should not be sent to the Departmental Representative.</p> <p>The technical proposal and the price proposal must be submitted in 2 separate e-mails and identified appropriately. There is no limit to the number of attachments; however, bidders must ensure that the size of the message is less than 10 megabytes (MB). It may be necessary to send more than one (1) e-mail so as to not exceed the size limit.</p> <p>If a file is sent more than once, the last file received will be evaluated and all other files received previously will not be opened. All information submitted should be sent as e-mail attachments. The use of cloud-based file sharing services or all other methods of file transfer is not permitted.</p> <p>Canada is not responsible for any proposals received after the “Closing Date” as a result of e-mail refused or quarantined by our servers. Failure to comply with any of the above instructions will be grounds for disqualification and the proposal will not be evaluated.</p>		
A8. PRICE PROPOSAL <p>All information required in section TF1 must appear in Section “II” – Price Proposal ONLY and submitted in a separate attachment entitled “Price Proposal”. Failure to comply may result in the proposal being declared non-compliant and rejected from further consideration.</p>		
A9. ENQUIRIES <p>All enquiries or issues concerning this RFP must be sent by electronic mail to realproperty-contracts@international.gc.ca no later than five (5) calendar days prior to the Closing Date and Time in order to allow sufficient time to provide a response.</p>		
A10. LANGUAGE <p>Proposals may be submitted in English or French.</p>		
A11. PROPONENT CONFERENCE <p>A mandatory proponents' conference will be held at 130 Faubourg St-Honoré 75008 Paris, on October 18, 2018 at 10h00. Attendance is mandatory in order to present a proposal. Proponents are requested to confirm their attendance with the Departmental Representative no later than two (2) working days prior to the conference.</p>		
A12. BID SECURITY <p>Not applicable</p>		
A13. CONTRACT DOCUMENTS <p>The draft contract which the selected Proponent will be expected to execute is included with this RFP. Proponents are advised to review it in detail and identify any unduly onerous clauses to the Departmental Representative in accordance with A9 - Enquiries. Her Majesty reserves the right not to make any amendment(s) to the Contract Documents.</p>		

SECTION "I" – SUBMISSION REQUIREMENTS AND EVALUATIONS**SR1 GUIDELINES FOR THE REQUEST FOR PROPOSAL**

- 1.1 Purpose of the Request for Proposal
 - 1.1.1 The Department of Foreign Affairs, Trade and Development Canada is launching a request for the lighting of the facades of the new Embassy of Canada at 130 rue du Faubourg Saint-Honoré in the 8th arrondissement of Paris.
 - 1.1.2 The facades concerned are those of rue du Faubourg Saint-Honoré, the principle façade, and those of two of the principle, interior courtyards of the Embassy, that is, courtyard 1 and 3.
- 1.2 Details of the Request for Proposal
 - 1.2.1 The RFP is of the open tender type.
 - 1.2.2 The RFP is comprised of one (1) lot of work.
 - 1.2.3 The work is to be done in one (1) single phase.
- 1.3 Participants:
 - Owner**

Department of Foreign Affairs, Trade and Development
125 Sussex Drive,
Ottawa, Ontario K1A 0G2 Canada
Represented by: *Information to be provided at contract award.*
 - Project manager**

Atelier de L'Ile
89, rue du Faubourg Saint Antoine
75012 PARIS
Représenté par: *Information to be provided at contract award.*
Assisté par WILD, éclairagiste
 - Control office**

BTP Consultants Agence Paris CT
202 quai de Clichy -92110 CLINCHY
Représenté par: *Information to be provided at contract award.*
 - Health and Safety coordinator**

202 quai de Clichy -92110 CLINCHY
Représenté par : *Information to be provided at contract award.*
- 1.4 Schedule and project delivery
 - 1.4.1 The project delivery time is indicated in the preliminary project schedule attached to this document. The date for project acceptance is a date of key importance.
- 1.5 Changes to the project bid documents
 - 1.5.1 The Owner reserves the right to modify the RFP documents associated with this Solicitation up to five (5) calendar days prior to the Closing Date and Time.
 - 1.5.2 The Proponents must then respond on the basis of the modified documents without raising a claim as a result of these changes.
 - 1.5.3 If the Closing Date and Time is modified during the bidding period, the conditions of 1.5.3 apply to the new Closing Date and Time.

SR2 INTRODUCTION

2.1 This section outlines the information Proponents are required to submit. To qualify, Proponents must meet the mandatory requirements set out in the RFP. Proposals not meeting the Mandatory Requirements will not be given any further consideration. Submissions meeting the Mandatory Requirements shall be evaluated according to the criteria and point rating set out in SR4 – Technical Proposal and SR5 – Price Proposal. Should Her Majesty elect to proceed with a contract, the Proponent with the highest score will be awarded the Contract.

2.2 The evaluation will be based solely on the content of the responses and any correctly submitted amendment. No assumptions should be made that Her Majesty has any previous knowledge of the Proponents’ qualifications other than that supplied pursuant to this RFP.

2.3 Contract Insurance Requirement

The successful Proponent shall be required to provide insurance coverage in accordance with article C9 in the Construction Contract within ten (10) calendar days after receipt of a notice in writing that the bid was accepted by Her Majesty.

2.4 Approval of Alternative Material

2.4.1 The bid must be based on using materials specified by trade or manufacturer’s names where specified in the tender documentation.

2.4.2 Alternatives to materials and equipment specified by trade or manufacturer’s names will be considered during the bid period if full descriptive data on proposed alternatives is submitted in writing to the Departmental Representative as specified in A9. Enquiries.

2.4.3 The Departmental Representative must approve any alternative material in writing. Approved alternatives will be incorporated in the specification by issuance of addenda to the tender documents.

SR3 MANDATORY REQUIREMENTS

3.1 The Proponent must provide the following documents in the Proposal. Proposals not meeting the Mandatory Requirements will not be given any further consideration.

3.1.1 A certificate of social declarations issued by the social protection body responsible for collecting contributions and social security contributions dating back less than 6 months (Article D 8222-5-1°-a of the French Labor Code).

3.1.2 An attestation honoring the filing with the tax authorities, on the date of the attestation, all mandatory tax declarations (Article D 8222-5-1°-b of the French Labor Code). The attestations and certificates issued by the competent administrations and bodies proving that the fiscal and social obligations have been met or the annual statement of the certificates received.

3.1.3 Proof of registration for the company in the Trade and Company Register (Registre de Commerce et des Sociétés, RCS) or the Directory of Trades (Répertoire des Métiers, RM) in France.

3.1.4 In respect of environmental obligations, the company will provide:

- a. Evidence of its own certifications and those of its prospective suppliers,
- b. Description of the provisions it plans to put in place to meet the environmental objectives of this project.

SR4 TECHNICAL PROPOSAL (70 POINTS)

Technical Proposals **must not** exceed forty (40) single-sided pages of 8½ "x 11" paper, minimum type face 10 pts. All material shall be printed on 8.5" x 11" or A4 paper. Material exceeding the thirty (30) page maximum will **NOT** be considered.

For the sake of clarity and comparative evaluation, Proponents should respond using the same subject headings and numbering structure in this document.

Proponents must obtain, at minimum, a rating of "adequate" on the criteria set out in SR4.1, SR4.2 and SR4.3. Note that "adequate" ratings are defined below for each evaluation criteria. Proposals not meeting this requirement will not be given any further consideration.

4.1 Work Plan (30 of 70 points)**Intent:**

Evaluate the Proponent's strategy for delivering the Project. Adequate response consists of an effective delivery strategy to meet the requirements of the Statement of Work and a clear description of how the team will be effectively managed. The proposal should elaborate on the strategy for delivering the Project and describe in detail how the various components of the Proponent Team relate to each other, assist each other and communicate with each other. The proposal should also demonstrate an "added value" using a work plan illustrating a good understanding of the main stages and phases of this project.

Information to be submitted:

- 4.1.1** An overview of the proposed work plan including:
- i.** Planned project organization for the planning and work stages
 - ii.** Proposed methodology for project delivery
 - iii.** Materials/equipment foreseen as required
 - iv.** Procedure, organization and level of quality control envision for testing and commissioning
 - v.** Provisional project schedule showing sequence of work phases and tasks
- 4.1.2** A project organization chart showing names and titles of all Proponent Team resources named for the Project;
- 4.1.3** A short description of the roles of key stake-holders: Proponent Team, sub-consultants and other specialists and describe how this team will work together to execute the various phases of the Work; and
- 4.1.4** A description of the nature and extent of any risks foreseen in the execution of the work and the manner in which these risks will be mitigated.

Rating:

Significantly exceeds the requirement 27-30	Exceeds the requirement 13-26	Adequate 12	Does not meet the requirement 0-11
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4.2 Corporate Experience (20 of 70 points)**Intent:**

Evaluate the Proponents recent corporate experience on projects of similar size and scope. Adequate experience consists of **three (3)** recent projects of the same size and scope or an equivalent combination of larger and smaller projects. Recent experience refers to the last ten (10) years.

The proposal should demonstrate a project experience that is closely related to the Scope of Work or demonstrate "added value" using a clear description of the work experience and relevance to this project.

Information to be submitted:

The response to be provided here can consist of existing material (brochures, corporate profiles, reference letters, etc.). To facilitate evaluation, information on specific projects should include:

- 4.2.1 title of project(s), location (city, country);
- 4.2.2 brief description of project scope, cost and schedule;
- 4.2.3 dates of participation in the project; and
- 4.2.4 corporate role in the project.

Rating:

Significantly exceeds the requirement 19-20	Exceeds the requirement 9-18	Adequate 8	Does not meet the requirement 0-7
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4.3 Experience of Personnel (20 of 70 POINTS)

Intent:

Evaluate the recent experience of the proposed personnel on projects of similar size and scope. Adequate experience consists of **five (5)** years of recent professional experience in a similar role and completion of **three (3)** recent projects of same size and scope or an equivalent combination of larger and smaller projects. Recent in this context means experience within the last ten (10) years.

The proposal should demonstrate "added value" using a clear description of the work experience and relevance to this project and demonstrate experience of the assigned personnel with the building code of Paris.

Information to be submitted:

The response to be provided here can consist of existing material (resumes, brochures, corporate profiles, reference letters, etc.). To facilitate evaluation, information on the individual should include:

- 4.3.1 Area(s) of expertise of individuals being proposed (including project manager and site supervisor(s)) who would be involved with the project and the role for which they will be responsible;
- 4.3.2 Individuals' years of experience;
- 4.3.3 Individuals' years with the Proponent entity;
- 4.3.4 Responsibilities held, by the individuals being proposed, for projects they have completed; and
- 4.3.5 Certification and licensing of personnel, as appropriate.

Rating:

Significantly exceeds the requirement 19-20	Exceeds the requirement 9-18	Adequate 8	Does not meet the requirement 0-7
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SR5 PRICE PROPOSAL (30 POINTS)

All the information required in section SR5 must appear on Section "II" - Price Proposal ONLY and sealed in a separate envelope marked "Price Proposal". Failure to comply may result in the proposal being declared non-compliant and rejected from further consideration. Price

Proposals will only be opened after the Technical Proposal evaluation is completed. If the proponent does not obtain a rating of "adequate" conforming to section SR4, the Price Proposal envelope will NOT be opened.

5.1 Fixed Price

- 5.1.1** Proponents shall quote an all-inclusive Fixed Price in EURO (excluding the cost of The Minister's services and equipment\ furniture) on the form attached as Section "II" - Price Proposal. The Fixed 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 Proponent's proposal (unless clearly described as an option), all travel, living costs and all overhead costs including disbursements;
- 5.1.2** All payments shall be made according to the terms of payment set out in the attached draft Contract;
- 5.1.3** Exchange rate fluctuation protection is not offered;
- 5.1.4** Price Proposals not meeting above requirements will not be given any further consideration; and
- 5.1.5** Proponents must submit completed Bill of Quantities/ Décomposition du prix global et forfaitaire (DPGF) sealed in the "Price Proposal" envelope. Proponents must carry out all verifications and make any additions they deem necessary to this framework. The proposed price(s) must include all that concerns the entire completion of the services. Proposals not meeting this requirement will not be given any further consideration

5.2 Taxes & Duties

- 5.2.1** Proponents are to provide full details concerning the applicability, amount and administration of the payment of all taxes (including VAT as described below) and duties (including import duties) payable in respect of the Work, as well as any possible exemption from all or part of same.
- 5.2.2** Her Majesty will pay the VAT specified in the Price Proposal provided:
- 5.2.2.1** That amount is applicable to the Work provided by the Proponent to Her Majesty under the Contract. Her Majesty will not be responsible for the payment of any VAT payable by the Proponent to any third party (including subcontractors);
- 5.2.2.2** Her Majesty is unable to procure an exemption from VAT in respect of the Work;
- 5.2.2.3** The Proponent agrees to render every reasonable assistance to Her Majesty in obtaining reimbursement of all VAT paid in respect of the Work from the appropriate Government Agency;
- 5.2.2.4** The VAT is shown separately on all of the Proponent's invoices and progress claims; and
- 5.2.2.5** The Proponent agrees to remit to the appropriate Government Agency any amounts of VAT legally required to be remitted by the Contractor pursuant to applicable tax laws.

5.3 Rating

The lowest Price Proposal will score thirty (30) points. Price Proposals costing 150% or more of the lowest Price Proposal will score zero (0) points. Other prices will be scored in arithmetic proportion as per the following formula:

$$\text{Score} = 30 - [(\text{Price Proposal} - \text{lowest Price Proposal}) \times 30 / (\text{lowest Price Proposal} \times 0.5)]$$

Example:

(In this example, Proposal 1 is the lowest priced proposal)

Proposal 1 = 100	Score = 30 pts
Proposal 2 = 110	Score = $30 - [(110 - 100) \times 30 / (100 \times 0.5)] = 30 - 8 = 42$ pts
Proposal 3 = 125	Score = $30 - [(125 - 100) \times 30 / (100 \times 0.5)] = 30 - 25 = 25$ pts
Proposal 4 = 145	Score = $30 - [(145 - 100) \times 30 / (100 \times 0.5)] = 30 - 45 = 5$ pts
Proposal 5 = 150	Score = 0 pts
Proposal 6 = 175	Score = 0 pts

5.4 Price Breakdown

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

SECTION "II" – PRICE PROPOSAL

TF1 CONTACT INFORMATION

Name of Firm: _____

Address: _____

Contact Person: _____

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

Email: _____@_____

TF1.1 Fixed Price (in EURO)

Fixed Price

(state amount in words)

Applicable taxes

(state amount in words)

All amounts are in the currency specified in the contract

TF3 ACCEPTANCE AND ENTRY INTO CONTRACT

I/We accept without comment the complement of clauses included in the RFP documents including those of the CCTG and CCTP documents.

I/We undertake, within ten (10) calendar days of receipt of notification of acceptance of my/our bid, to sign a contract contained in the RFP incorporating all the relative elements of this project, for the performance of the Work provided I/We are notified, by Her Majesty, of the acceptance of my/our bid within ninety (90) days of the tender closing date.

TF4 CONSTRUCTION TIME

I/We agree to complete the Work within the time stipulated in the specification from the date of notification of acceptance of my/our bid.

TF5 CONTRACT INSURANCE

Within ten (10) calendar days after receipt of written notification of acceptance of my/our bid, I/We will furnish contract insurance certificate(s) in accordance with articles C9 respectively of the draft Construction Contract.

TF6 BILL OF QUANTITIES (DPGF)

I/We have included Bill of Quantities/ Décomposition du prix global et forfaitaire (DPGF) as required in article A8.

SIGNED, ATTESTED TO AND DELIVERED on the _____ day of _____ on behalf of:

Print the legal name of the Proponent

Signature of authorized signatory

Signature of authorized signatory

Print name(s) & titles of authorized signatory

Print name(s) & titles of authorized signatory

Signature of Witness

SECTION "III" - GENERAL INSTRUCTIONS

GI1 RESPONSIVENESS

- 1.1 For a proposal to be considered valid, it must comply with all the requirements of this RFP identified as mandatory. Mandatory criteria are also expressed by using imperative verbs such as "shall", "must" and "will".

GI2 ENQUIRIES - SOLICITATION STAGE

- 2.1 All enquiries or issues concerning this RFP must be submitted in writing to the Departmental Representative as early as possible within the solicitation period. Enquiries and issues must be received within the timeframe described in article A10 to allow sufficient time to provide a response. Enquiries received after that time will not be answered prior to the Closing Date.
- 2.2 To ensure consistency and quality of information provided to Proponents, the Departmental Representative will give notice, in the same manner as this RFP, of any additional information in response to significant enquiries received 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 Departmental Representative named herein. Non-compliance with this condition during the solicitation period will (for that reason alone) result in the disqualification of your proposal.

GI3 PROPONENT'S SUGGESTED IMPROVEMENTS DURING SOLICITATION PERIOD

- 3.1 Should any Proponent consider that the specifications or Statement of Work contained in this RFP can be improved technically or technologically, the Proponent is invited to make suggestions, in writing, to the Departmental Representative named herein. The Proponent 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 Proponent will be given consideration provided they are received by the Departmental Representative within the timeframe described in A10 to allow sufficient time to provide a response. Her Majesty reserves the right to accept or reject any or all suggestions.

GI4 PROPOSAL PREPARATION COST

- 4.1 The costs, including travel incurred by the Proponent in the preparation of its proposal and/or the negotiation (if applicable) of any resulting contract will be the sole responsibility of the Proponent and will not be reimbursed by Her Majesty.

GI5 PROPOSAL DELIVERY

- 5.1 Proposals and/or amendments thereto, will only be accepted by the Minister if they are received at the address indicated in A7, on or before the Closing Date and Time specified in A7.
- 5.2 Responsibility for proposal delivery: The Proponent has sole responsibility for the timely receipt of a proposal by Her Majesty and cannot transfer this responsibility to the Government of Canada. Her Majesty will not assume responsibility for proposals

that are directed to a location other than the one stipulated in A7.

- 5.3 Late Proposals: The Minister will return unopened proposals received after the Closing Date and Time specified in A7.

GI6 VALIDITY OF PROPOSAL

- 6.1 Any proposal must remain open for acceptance for a period of not less than ninety (90) calendar days after the Closing Date.

GI7 RIGHTS OF CANADA

- 7.1 Her Majesty reserves the right:
- 7.1.1 during the evaluation, to submit questions to or conduct interviews with Proponents, at Proponents cost, upon forty eight (48) hours written notice, to seek clarification or to verify any or all information provided by the Proponent with respect to this RFP;
- 7.1.2 to reject all proposals received in response to this RFP if it/they fail to meet the objectives of the requirement within the boundaries imposed by Her Majesty's different stakeholders;
- 7.1.3 to accept any proposal in whole or in part without prior negotiation;
- 7.1.4 to cancel and/or re-issue this RFP at any time;
- 7.1.5 to award one or more contracts, if applicable;
- 7.1.6 to retain all proposals submitted in response to this RFP;
- 7.1.7 not to accept any deviations from the stated terms and conditions;
- 7.1.8 to incorporate all, or any portion of the Statement of Work, Request for Proposals and the successful proposal in any resulting contract; and
- 7.1.9 not to contract at all.

GI8 INCAPACITY TO CONTRACT WITH GOVERNMENT

- 8.1 Canada may reject a proposal where the Proponent, including the Proponent's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:

- 8.1.1 Section 121, Frauds upon the Government;
- 8.1.2 Section 124, Selling or Purchasing Office; or
- 8.1.3 Section 418, Selling Defective Stores to Her Majesty.
(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.)

- 8.2 Where Canada intends to reject a proposal pursuant to a provision of paragraph 8.1, the Departmental Representative will so inform the Proponent and provide the Proponent ten (10) calendar days within which to make representations, prior to making a final decision on the proposal rejection.

GI9 INCURRING OF COST

- 9.1 No costs incurred before receipt of a signed Contract or specified written authorization from the Departmental Representative 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 Departmental Representative. The Proponent's attention is drawn to the fact that the Departmental Representative is the only authority which can commit Her Majesty to the expenditure of the funds for this requirement.

GI10 PROPONENTS NOT TO PROMOTE THEIR INTEREST IN THE PROJECT

10.1 Proponents must 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.

GI11 PROPERTY OF HER MAJESTY

11.1 All correspondence, documents and information provided to the Minister by any Proponent in connection with this RFP will become the property of Her Majesty and may be released pursuant to the Canadian Federal Access to Information Act and the Privacy Act.

GI12 RIGHTS OF UNSUCCESSFUL PROPONENTS

12.1 Proponents are reminded that all materials submitted by them in either paper or electronic form, including architectural and engineering design drawings, specifications, photographs, etc. shall, upon opening of the envelope by Canadian officials at the local embassy or in Ottawa, become the property of the Canadian government. In consequence, they will not be returned to the unsuccessful Proponents of this tender competition. The keeping of such information by Canada is necessary to ensure that, in the event of a future internal audit of the tender process, or in the event of a challenge by one of the unsuccessful Proponents to this tender process, all the documents submitted by competing Proponents are available and not tampered with. Nevertheless, complete copyright in those materials will of course remain with the copyright owners of the materials submitted; Canada assures Proponents that it will at no time use those materials for any commercial purposes without the written consent of the authors.

GI13 PRICE SUPPORT

13.1 In the event that the Proponent's bid is the sole responsive proposal received, the Proponent must provide, on the Minister's request, one or more of the following price support if applicable:

- 13.1.1** a current published price list indicating the percentage discount available to the Minister;
- 13.1.2** copies of paid invoices for like services performed for other customers or for like items (same quantity and quality) sold to other customers;
- 13.1.3** a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., profit;
- 13.1.4** price or rate certification; and
- 13.1.5** any other supporting documentation as requested by the Minister.

GI14 PROPONENTS NOT TO PROMOTE THEIR INTEREST IN THIS PROJECT

14.1 Proponents must 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, except for their response to Her Majesty pursuant to this RFP.

GI15 ACCEPTANCE OF BIDS

15.1 Proponents must meet and adhere to the architectural and design standards contained in the bid documentation.

15.2 Proponents must submit a list of sub-contractors on TF2 they propose to use on the Works. The successful Proponent shall not be allowed any subsequent substitution of the submitted list of sub-contractors, unless authorized, in advance in writing by Her Majesty.

GI16 SIGNATURES

16.1 The following requirements are to be adhered to when signing the Price Proposal:

16.1.1 Corporation

The signatures of the authorized signatories shall be affixed and their names and titles typed or printed.

16.1.2 Partnership

The signatures of the partners shall be affixed and their names typed or printed. If not all of the partners sign or if the signatory is not a partner then a certified true copy of the agreement signed by all partners authorizing such person or persons to execute the document on their behalf shall accompany the bid.

16.1.3 Sole Proprietorship

The signature of the sole proprietor shall be affixed and the name typed or printed. In the event that the signatory is not the sole proprietor then a certified true copy of the agreement signed by the sole proprietor authorizing such person or persons to execute the document shall accompany the bid.

16.1.4 Joint Venture

The signatures of the authorized signatories of each member of the joint venture shall be affixed and their names and titles typed or printed. Each of the participating signatories shall sign the document in the manner applicable to their particular business arrangement which is more particularly described in 16.1.1 to 16.1.3 above.

GI17 RETURN OF DOCUMENTS

17.1 Unsuccessful Proponents must, if requested by the Departmental Representative, return all bid documents (e.g. Working Drawings, Specifications and Bills of Quantities) intact and in good condition within fourteen (14) calendar days of notification. Any copies of the Working Drawings, Specifications and Bill of Quantities are to be returned along with the original bid documents.

GI18 PROPONENT'S CONFERENCE

18.1 Proponents, or their representative(s), are requested to attend a Proponent's conference as described in

A11. during which the requirements outlined in this RFP document will be reviewed and any questions will be answered.

- 18.2** Proponents are advised that any clarifications or changes resulting from the Proponents' conference shall be included as an amendment to the bid solicitation document.

- 18.3** No expenses will be reimbursed by Her Majesty pursuant to the Proponent's Conference.

GI19 INTERPRETATION

- 19.1** In this RFP, “Her Majesty”, “the Minister” or “Canada” means Her Majesty the Queen in right of Canada, as represented by the Minister of Foreign Affairs.