



Date: April 11, 2019

Title: Chancery - Building Condition Reports, Tokyo, Japan

Solicitation Number: 19-149996

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The following supplements and/or supersedes the request for proposals documents issued on March 6, 2019. This addendum forms part of the contract documents and is to be read, interpreted, and coordinated with all other parts. Any change to the cost of the work as a result of this addendum is to be included in the price proposal.

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### **ADDENDUM N° 3**

#### **1. REMOVE: Section 5.2.1 on page 6 of 15 of the RFP**

“Proponents shall quote all-inclusive Hourly Rates on the form attached as Section “II” – Price Proposal. The Hourly Rate 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 overhead costs including disbursements, except for travel costs.

All travel expenses incurred by the Contractor, his consultants and sub-contractors in relation to the Work will be the responsibility of the Contractor. Under no circumstances shall Her Majesty be responsible for the payment of such travel expenses.”

#### **REPLACE WITH: Section 5.2.1 on page 6 of 15 of the RFP**

“Proponents shall quote all-inclusive Hourly Rates on the form attached as Section “II” – Price Proposal. The Hourly Rate 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 overhead costs including disbursements, except for travel costs.

Please refer to Contract – Supplementary conditions - SC9. Travel and Living Expenses”

### **QUESTION & ANSWER N° 5**

**Q21.** With reference to Contract – Supplementary conditions - SC9. Travel and Living Expenses. Article 9.2. Please confirm is DFATD asking consultants to NOT adhere to the TBS directive and travel at a standard below that allowed for the government employees?

**A21.** Yes, the travel standard is a different standard for consultants than government employees. As mentioned in 9.2: “ Contractors are required to seek the lowest possible airfares, including charters and other discounts for each trip, and to book immediately upon approval of this agreement, in order to take advantage of the lowest fares. DFATD retains the right to limit the reimbursement of the air portion when the lowest appropriate fare is



not obtained. Upgrades to business or first class may be personally paid by the contractor, where this is company policy.”

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All other conditions and requirements remain unchanged