



RFP AMENDMENT # 002

RETURN BID TO/ RETOURNER LES

SOUSSIONS À :

receptionsoumission-bidsreceiving.spp@international.gc.ca

**Department of Foreign Affairs, Trade and Development
(DFATD)**

Ministère des Affaires étrangères, commerce et développement
(MAECD)

Request for Proposal

Demande de proposition

proposal to: Department of Foreign Affairs Trade and
Development.

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 here to, the goods, services, and construction
listed herein and on any attached sheets at the price(s) set out
therefor.

Proposition à: Ministère des Affaires Étrangères, commerce et
développement

Nous offrons par la présente de vendre à Sa Majesté la Reine
du chef du Canada, aux conditions énoncées ou incluses par
référence dans la présente et aux appendices ci-jointes, les
biens, services et construction énumérés ici sur toute feuille ci-
annexée, au(x) prix indiqué(s).

Comments — Commentaires:

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT — LE
PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE
DE SÉCURITÉ**

Issuing Office – Bureau de distribution

Foreign Affairs, Trade and Development / Affaires étrangères,
commerce et développement

It Contracting Services Unit / Unité des services de contrats TI
200 Promenade du Portage, Gatineau, QC

Title — Sujet: VIP Airport Greeting Services, Toronto

Solicitation No. — N° de l'invitation

19-154520

Date:

August 23, 2019

Solicitation Closes — L'invitation
prend fin

Time Zone — Fuseau horaire

At/à: **2:00 PM**

EDT (Eastern Daylight Saving Time)

On/le **September 18, 2019**

F.O.B. — F.A.B.

Plant-Usine: ☐ **Destination:** **X** **Other — Autre:** ☐

Address Enquiries to — Addresser toutes questions à:

Name : Tracy Langille

E-Mail : Tracy.Langille@international.gc.ca

Telephone No. — No de téléphone:

(343) 203-1318

Destination of Goods and or Services/Destination — des biens et ou
services:

Department of Foreign Affairs, Trade and Development
(DFATD)/Ministère des Affaires étrangères, commerce et développement
(MAECD)

Vendor/Firm Name and Address — Raison sociale et adresse du
fournisseur/de l'entrepreneur:

Telephone No. — No de téléphone:

FAX No. — No de télécopieur:

Name and title of person authorized to sign on behalf of Vendor/Firm

(type or print) — Nom et titre de la personne autorisée à signer au nom
du fournisseur/de l'entrepreneur (taper ou écrire en caractères
d'imprimerie)

Signature

Date



Amendment 002 is raised to:

At section 1.2 Summary

DELETE:

Paragraph in its entirety

INSERT:

The Office of Protocol of Department of Foreign Affairs, Trade and Development Canada (DFATD) co-ordinates requests for airport courtesies from Foreign Embassies and Consulates when foreign dignitaries visit Canada. In addition to this, the Office of Protocol is responsible for coordinating Airport Courtesies for Canadian Dignitaries travel domestically or abroad. The services include greeting and escort of the dignitaries, customs courtesy clearances, security screening exemptions, use of and access to airport VIP lounges, escort for greeting/farewell parties within airport restricted areas and other special requirements as necessary.

Lester B. Pearson (LBP) International Airport has an important role in Canada as a major gateway for international arrivals and departures of commercial aircraft. In order to facilitate the arrivals and departures of foreign and Canadian Dignitaries, on behalf of the Government of Canada, DFATD Office of Protocol has a requirement for dedicated services to manage the arrivals and departures of dignitaries at LBP International Airport, ensuring appropriate courtesies are being extended.

The Contract is expected to be for two (2) years, plus three (3) one (1) year option periods.

**LBP International Airport is managed and operated by the Greater Toronto Airport Authority (GTAA).*

At Section 7.4.1 Period of the Contract

DELETE:

The period of the Contract is from date of Contract award to June 30,2021.

INSERT:

The period of the Contract is from date of Contract award to October 31, 2021

At Annex B – Basis of Payment

DELETE: in its entirety

INSERT:



ANNEX "B" - BASIS OF PAYMENT

Inclusions/Factors:	Year 1	Year 2	Year 3	Year 4	Year 5
Base fee per event <i>Preparation, Coordination, 1 officer, Visitor passes, (4hours)</i>	Rate \$_____	Rate \$_____	Rate \$_____	Rate \$_____	Rate \$_____
Additional Officer(s) <i>At Client request for agreement for complex files</i>	Rate \$_____ —	Rate \$_____	Rate \$_____	Rate \$_____	Rate \$_____
Additional Hour(s) <i>(flat rate/per hour, 4+ hours)</i> • Arrivals: Flight delays, Baggage Delays, *complex file • Transit: duration of wait extended, Missed connection, Flight cancellation *complex file • Departure: Flight delay, flight cancellation *Complex file	Rate \$_____ —	Rate \$_____	Rate \$_____	Rate \$_____	Rate \$_____
Total Cost per Year	\$_____	\$_____	\$_____	\$_____	\$_____
	Total Contract Value:				

***complex file:** Additional hours may be charged for complex files that involve the intervention of several agencies or organizations and / or which require more preparation and coordination. To be discussed in advance with project authority.

Note: For evaluation purposes only, amounts will be multiplied by the estimated yearly operations of 796.5. This Total Cost per Year will be generated for each year. The five (5) years will then be added together to achieve the estimated total value of the Contract. This is the number which will be used to generate the Total Cost per Point. This is not necessarily indicative of actual usage throughout the Contract.



Initial Contract Period Contract Award to October 31, 2020	
Rate	
Base Fee per Event (Preparation, Coordination, 1 officer, Visitor passes) Reimbursement of Other Direct Expenses (4hours)	\$_____
Additional Officer(s) (At Client request for agreement for complex files)	\$_____
Additional Hours <ul style="list-style-type: none">4+ hoursArrivals: Flight delays, Baggage Delays, *complex filesTransit: duration of wait extended, Missed connection, Flight cancellation, *complex filesDeparture: Flight delay, flight cancellation, *complex file	\$_____
Total Cost Per Year	\$_____

Initial Contract Period November 01, 2020 to October 31, 2021	
Rate	
Base Fee per Event (Preparation, Coordination, 1 officer, Visitor passes) Reimbursement of Other Direct Expenses (4hours)	\$_____
Additional Officer(s) (At Client request for agreement for complex files)	\$_____
Additional Hours <ul style="list-style-type: none">4+ hoursArrivals: Flight delays, Baggage Delays, *complex filesTransit: duration of wait extended, Missed connection, Flight cancellation, *complex filesDeparture: Flight delay, flight cancellation, *complex file	\$_____
Total Cost Per Year	\$_____

Option Period 1 November 01, 2021 to October 31, 2022	
Rate	
Base Fee per Event (Preparation, Coordination, 1 officer, Visitor passes) Reimbursement of Other Direct Expenses (4hours)	\$_____
Additional Officer(s) (At Client request for agreement for complex files)	\$_____
Additional Hours <ul style="list-style-type: none">4+ hoursArrivals: Flight delays, Baggage Delays, *complex filesTransit: duration of wait extended, Missed connection, Flight cancellation, *complex filesDeparture: Flight delay, flight cancellation, *complex file	\$_____
Total Cost Per Year	\$_____



Option Period 2 November 01, 2022 to October 31, 2023	
Rate	
Base Fee per Event (Preparation, Coordination, 1 officer, Visitor passes) Reimbursement of Other Direct Expenses (4 hours)	\$ _____
Additional Officer(s) (At Client request for agreement for complex files)	\$ _____
Additional Hours <ul style="list-style-type: none"> • 4+ hours • Arrivals: Flight delays, Baggage Delays, *complex files • Transit: duration of wait extended, Missed connection, Flight cancellation, *complex files • Departure: Flight delay, flight cancellation, *complex file 	\$ _____
Total Cost Per Year	\$ _____

Option Period 3 November 01, 2023 to October 31, 2024	
Rate	
Base Fee per Event (Preparation, Coordination, 1 officer, Visitor passes) Reimbursement of Other Direct Expenses (4 hours)	\$ _____
Additional Officer(s) (At Client request for agreement for complex files)	\$ _____
Additional Hours <ul style="list-style-type: none"> • 4+ hours • Arrivals: Flight delays, Baggage Delays, *complex files • Transit: duration of wait extended, Missed connection, Flight cancellation, *complex files • Departure: Flight delay, flight cancellation, *complex file 	\$ _____
Total Cost Per Year	\$ _____

*complex file: Additional hours may be charged for complex files that involve the intervention of several agencies or organizations and / or which require more preparation and coordination. To be discussed in advance with project authority.

Note: For evaluation purposes only, amounts will be multiplied by the estimated yearly operations of 796.5. This Total Cost per Year will be generated for each year. The five (5) years will then be added together to achieve the estimated total value of the Contract. This is the number which will be used to generate the Total Cost per Point. This is not necessarily indicative of actual usage throughout the Contract.

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without markup, upon submission of an itemized statement supported by receipt vouchers. (eg: Licensing fees from the GTAA)

Estimated Cost: \$ _____

Total Estimated Contract Price : _____ (insert the sum of the firm price and the limitation of expenditure), Applicable Taxes extra.

*****All other terms and conditions of the RFP remain unchanged****



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Canada