



**RFP AMENDMENT # 002**

**RETURN BID TO/ RETOURNER LES**

**SOUSSIONS À :**

[receptionsoumission-bidsreceiving.spp@international.gc.ca](mailto: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

<b>Title — Sujet: VIP Airport Greeting Services, Toronto</b>	
Solicitation No. — N° de l'invitation <b>19-154520</b>	Date: <b>August 23, 2019</b>
Solicitation Closes — L'invitation prend fin	Time Zone — Fuseau horaire
At/à: <b>2:00 PM</b>	EDT ( Eastern Daylight Saving Time)
On/le <b>September 18, 2019</b>	
F.O.B. — F.A.B.	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <b>X</b> <b>Other — Autre:</b> <input type="checkbox"/>	
Address Enquiries to — Addresser toutes questions à:	
Name : Tracy Langille	
E-Mail : <a href="mailto:Tracy.Langille@international.gc.ca">Tracy.Langille@international.gc.ca</a>	
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>  <ul style="list-style-type: none"> <li>• <i>Arrivals: Flight delays, Baggage Delays, *complex file</i></li> <li>• <i>Transit: duration of wait extended, Missed connection, Flight cancellation *complex file</i></li> <li>• <i>Departure: Flight delay, flight cancellation *Complex file</i></li> </ul>	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.



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

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

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



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

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

\*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  
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Travaux publics et  
Services gouvernementaux  
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