RFP AMENDMENT # 004

RETURN BID TO/ RETOURNER LES

SOUMISSIONS 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 - EN

Solicitation No. — Nº de l'invitation	Date:
19-154520	**September 24, 2019**

Sollicitation Closes — L'invitation prend fin	Time Zone —Fuseau horaire
At/à: **2:00 PM**	EDT (Eastern Daylight Saving Time)
On/le **September 30, 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:
343-203-1318	

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

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Amendment 004 is raised to:

- To extend the RFP Bid closing date to September 30, 2019
- Make the following changes;

At Section 4.1.1.2 Point Rated Technical Criteria; 1.Operational Plan; 1.3;

DELETE:

Paragraph in its entirety

INSERT:

1.3	Discussion of type of service that will be accorded to clients arriving and departing at LBP International Airport. Discussion to include but not limited to: how to interact with various clientele; how to interact with foreign dignitaries; demonstrated understanding of diplomacy; demonstrated comprehension of cultural practices and customs.		
	Information provided does not address the criteria. Bidder receives 0% for the available points for this element	0 points	
	Information provided demonstrates a minimal understanding that is relevant to the stated criteria.	1 point	
	Information provided demonstrates some understanding that is relevant to the stated criteria but does not demonstrate a full range of understanding for all elements of the rated criteria.	2 points	
	Information provided demonstrates understanding for most but not all of the elements of the rated criteria.	3 points	
	Information provided clearly demonstrates a full understanding of all of the elements of the rated criteria.	4 points	
	Rated criteria is dealt with in depth, information provided demonstrates a full range of in-depth understanding of all of the elements of the rated criteria.	5 points	
Maximum total of 5 points = Total /5			

At Section 4.2 Basis of Selection – Highest Combined Rating of Technical Merit and Price

DELETE:

Paragraph in its entirety

INSERT:

4.2 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:

    a. comply with all the requirements of the bid solicitation;

    b. meet all mandatory technical evaluation criteria; and

    c. obtain the required minimum of 55% percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 150 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.

3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

    SACC Manual Clause A0027T, Basis of Selection – Highest Combined Rating of Technical Merit and Price

The table below **illustrates an example** where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is $45,000 .

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)			
	Bidder 1	**Bidder 2**	**Bidder 3**
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	$55,000.00	$50,000.00	$45,000.00
Calculations **Technical Merit Score**	115/135 x 70 = 59.63	89/135 x 70 = 46.15	92/135 x 70 = 47.70

	Pricing Score	45/55 x 30 = 24.55	45/50 x 30 = 27.00	45/45 x 30 = 30.00
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd

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 *(4 hours)* *Preparation, Coordination, 1 officer, Visitor passes*	Rate $_____ Rate x 796.5 $_____	Rate $_____ Rate x 796.5 $_____	Rate $_____ Rate x 796.5 $_____	Rate $_____ Rate x 796.5 $_____	Rate $_____ Rate x 796.5 $_____
Additional Officer(s) *(3+ hours)* *At Client request for agreement for complex files* *10% of all events are estimated to require an additional officer*	Rate $_____ Rate x 80 $_____	Rate $_____ Rate x 80 $_____	Rate $_____ Rate x 80 $_____	Rate $_____ Rate x 80 $_____	Rate $_____ Rate x 80 $_____
Additional Hour(s) *(4+ hours)* (*flat rate/per hour*) • *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* *15% additional hours are estimated to be required over and above the total number of events*	Rate $_____ Rate x 478 $_____	Rate $_____ Rate x 478 $_____	Rate $_____ Rate x 478 $_____	Rate $_____ Rate x 478 $_____	Rate $_____ Rate x 478 $_____
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.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data

Note: The 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, 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) (3+ hours)*	$_____
Additional Hours • *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 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) (3+ hours)*	$_____
Additional Hours • *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 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)*	$_____

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Additional Officer(s) (*At Client request for agreement for complex files*) *(3+ hours*)	$_____
Additional Hours • *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*) *(3+ hours*)	$_____
Additional Hours • *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.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data**.**

Note: The 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.

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Amendment 004 is also raised to do the following to the French version only:

At Section 2.2 Submission of Bids

DELETE:

Paragraph in its entirety

INSÉRT:

Bids must be submitted only to the Department of Foreign Affairs, Trade and Development (DFATD) via email by the date and time and to the place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to DFATD will not be accepted.

*** All other terms and conditions remain unchanged***