

## **Addendum #002 of 002**

**Title:** The Embassy of Canada to Peru, Janitorial and Commercial Cleaning Services

**Solicitation number:** 20-159031

The following revisions supersede the information contained in the original Request for Proposals Package for the above-mentioned project to the extent referenced and shall become part thereof.

### **1. AT ANNEX A – STATEMENT OF WORK**

#### **DELETE:**

- 6.2.7 One or more cleaner are to be made available for official after hours events at the embassy. The responsible program will directly remunerate cleaners for work conducted after normal working hours. The embassy is neither liable nor responsible for any incidents or accidents involving the cleaners after normal working hours

### **2. AT ANNEX A – STATEMENT OF WORK**

#### **INSERT:**

#### **APPENDIX 1 TO ANNEX A – MATERIALS & SUPPLIES**

1. The minimum standards established for the performance of the following products should be in accordance with a recognized standard for environmentally friendly cleaning products such as the Environmental Choice Program (ECP), Environment Canada's Eco labelling program or the Green Seal as used in the USA, or other recognized certification in the country.
2. Commercial Cleaning materials, supplies and products used (e.g. disinfectant for fountains, leather cleaner, general cleaner for floors, waxes, sealants, garbage bags, carpet cleaner, toilet paper, hand towels, hand soap, dishwashing liquid, bleach, light bulbs etc.) must be biodegradable, phosphate-free, odorless (or have a non-objectionable odour), contain low volatile organic compounds (VOC) and be proven environmentally friendly, wherever possible. Environmentally friendly is defined as products meeting the Environmental Choice Program (i.e. Eco-Logo) or the Green Seal Program or other recognized certifications.
3. All paper products must contain minimum 10% post-consumer recycled fibers or equivalent.
4. All items must be approved by the Project Authority before use. This list may be modified at any time by the Project Authority.

CATEGORY / ITEM #	ITEM DESCRIPTION	MANUFACTURER NAME	PRODUCT NAME	ENVIRONMENTAL STANDARD / GREEN PRODUCT
<p>For example:</p> <ul style="list-style-type: none"> <li>• General Purpose Cleaner</li> <li>• Bathroom Cleaner</li> <li>• Glass Cleaner</li> <li>• Degreaser</li> <li>• Floor Cleaner</li> <li>• Floor Finisher</li> <li>• Floor Stripper</li> <li>• Garbage bags</li> <li>• Paper towel</li> <li>• Hand wipes</li> <li>• Bathroom paper</li> <li>• Floor cleaner</li> <li>• Toilet bowl cleaner</li> </ul> <p>A reference list can be found in the statement of work in point 6.3 Cleaning Material</p>				

**3. AT PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION, 4.3 BASIS OF SELECTION**

**DELETE:**

In its entirety

**REPLACE BY:**

**4.3 BASIS OF SELECTION**

**4.3.1** The [A0035T](#) (2007-05-25) Basis of Selection - Lowest Price Per Point

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 77 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 110 points."

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

#### **4. AT ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA**

**DELETE:**

In its entirety

**REPLACE BY:**

#### **ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA**

##### **1.0 Mandatory Technical Criteria**

The proposal must meet the following mandatory technical criteria. The Bidder must provide the necessary documentation to demonstrate compliance with this requirement.

Proposals that do not meet the mandatory technical criteria will be considered non-responsive. Each mandatory technical criterion must be treated separately.

<b>Mandatory Technical Criteria</b>			
<b>N°</b>	<b>Mandatory technical criteria</b>	<b>Page where the information is in the proposal</b>	<b>Met (Yes/No)</b>
<b>M1</b>	<p><b>Bidder's Experience</b></p> <p>The Bidder must have three (3) years of experience within the last five (5) years prior to the bid closing date in the provision of cleaning and maintenance services acquired for projects similar to those listed in Annex A, Statement of Work.</p> <p>Projects of similar size and scope are defined as follows:</p> <p>(a) a minimum duration of twelve (12) consecutive months;</p> <p>(b) office space in a large international organization or a diplomatic missions or corporate buildings in similar size as the Lima embassy.</p> <p>The following information must be provided for each project/reference:</p> <p>a) name of the company ;  b) location (city, country);  c) brief description of the work ; and,  d) the start and end dates of the work (e.g. month / year).</p> <p>The bidder must provide references for each project. The information should include:</p> <p>a) Company Name;  b) Name of reference and title;  c) E-mail address; and,  d) Telephone number</p> <p>References may be contacted to verify the validity of the information provided by the Bidder.</p>		

<b>Mandatory Technical Criteria</b>			
<b>N°</b>	<b>Mandatory technical criteria</b>	<b>Page where the information is in the proposal</b>	<b>Met (Yes/No)</b>
<b>M2</b>	<p><b>Supervisor's Experience</b></p> <p><u>The proposed supervisor must:</u></p> <ul style="list-style-type: none"> <li>a) have two (2) years' experience within the five (5) years preceding the closing date of the bid solicitation in the management of commercial cleaning services, including team supervision, recruitment, tasking and performance evaluation;</li> <li>b) have experience in the use of commercial cleaning equipment;</li> <li>c) basic knowledge of English or French.</li> </ul> <p>The following information must be provided for each project/reference:</p> <ul style="list-style-type: none"> <li>a) name of the company</li> <li>b) location (city, country);</li> <li>c) brief description of the work</li> <li>d) the start and end dates of the work (e.g. month / year).</li> </ul> <p>The bidder must provide references for each project. The information should include:</p> <ul style="list-style-type: none"> <li>a) Company Name</li> <li>b) Name of reference and title</li> <li>c) E-mail address</li> <li>d) Telephone number</li> </ul> <p>References may be contacted to verify the validity of the information provided by the Bidder</p>		
<b>M3</b>	<p><b>The location of the office</b></p> <p>The bidder must demonstrate that the company has an office within 100 kilometers of the Lima embassy as specified in Annex A, Statement of Work.</p> <p>The bidder must provide the address of their office.</p>		

**2.0 Point-Rated Technical Criteria**

Proposals that meet all of the mandatory technical criteria will be evaluated and point-rated against the

criteria listed below, using the evaluation factors and weighting indicators indicated.

Bidders must obtain the required minimum of 77 of the points in order to be evaluated on the basis of their financial proposal.

Any bid which fails to obtain the required minimum will be declared non-compliant. Each point rated technical criterion must be addressed separately.

	<b>Point rated technical criterion</b>	<b>Instructions for preparing proposals</b>	<b>Weighting</b>	<b>Score</b>
<b>R1</b>	<b>The Bidder should demonstrate a full understanding of the requirements listed in Annex A, Statement of Work.</b>	In order to demonstrate that the Bidder fully understands the requirements, its technical proposal should identify the proposed methodology and approach (ie: tools and / or mechanisms) for:	Maximum points = 53	
		a) Details on the work schedules of supervisors and cleaners.	14	
		b) Processes / procedures to verify and control the arrival and departure times and absences of staff, and to assign replacement staff.	10	
		c) Description of the methods used for cleaning floors and interior windows and demonstration of environmentally friendly practices.	12	
		d) Description of the proposed uniforms indicating the role of the cleaners and their status as employees of the bidder.	7	
		e) Description or examples of written and oral communication strategy.	10	
<b>R2</b>	<b>The Bidder should submit a work plan.</b>	The Bidder's technical proposal should include the following:	Maximum points = 25	
		a) A detailed work plan including the level of effort (in days and hours) broken down by type of resources, task and frequency, on an annual basis, which is required to systematically meet the requirements set out in the Annex A, Statement of Work.  The work plan must include a description of the proposed start-up plan outlining the steps planned to meet the requirements set out in Annex A, Statement of Work.	20	
		b) A description of the likely start-up and en-route risks associated with the requirement to meet the requirements of Annex A, Statement of Work, as well as the Bidder's proposed risk mitigation strategies.	5	

N°	Point rated technical criterion	Instructions for preparing proposals	Weighting	Score
R3	<b>The Bidder should demonstrate a capacity to provide additional resources services (resumes) from time-to-time to meet the operational requirements of the Embassy in number of employees.</b>	The bidder should provide a resume for each additional resource.	Maximum points = 10	
		0-2 employees	3	
		3-4 employees	7	
		5-9 employees	10	

N°	Point rated technical criterion	Instructions for preparing proposals	Weighting	Score
R4	<p><b>The Bidder should demonstrate that it will supply all products, materials, and supplies required to fulfill all requirements outlined in Annex A, Statement of Work</b></p> <p><b>Note:</b> For evaluation purposes the percentage of green products included in the list will be calculated as follows:</p> <p>Number of green products/materials/supplies divided by total number of products/materials/supplies included in Appendix 1 to Annex A</p>	<p>The Bidder should supply a list of the materials and/or products that will be used to carry out the services, including brand name and/or manufacturer, item description, and indicate if they are certified as environmentally friendly.</p> <p>Refer to Appendix 1 to Annex A- Materials &amp; Supplies.</p>	Maximum points = 22	
	<p><b>For example, if 12 green products/materials/supplies are identified in Appendix 1 to Annex A and there are total of 24 products/materials/supplies , the percentage of green products would be 50%</b></p>	0 to 25% Green Products, materials, and supplies identified in Appendix 1 to Annex A	0	
		26 to 50% Green Products, materials, and supplies included in Appendix 1 to Annex A	7	
		51 to 75% Green Products, materials, and supplies included in Appendix 1 to Annex A	14	
		76 to 100% Green Products, materials, and supplies included in Appendix 1 to Annex A	22	
<b>Maximum points available:</b>			<b>110</b>	
<b>Minimum points required:</b>			<b>77</b>	
<b>Bidder's Score:</b>				

## 5. BIDDER QUESTIONS AND ANSWERS

Q1) Are urinary deodorizer nests provided by the embassy?

R1) No urinary deodorizer are considered cleaning material; thus the Contractor must provide them.



Q2) How does the cleaner insurance works for events outside normal working hours.

R2) events outside of normal working ours are covered in the Contract, under as-and-when-requested services; therefore the Contractor`s insurance must be applicable to these services.

Q3) How can bidders support/demonstrate the extra staff available for the technical point R3? Does a list of company employees is enough?

R3) Bidder shall present a list of available staff that can directly replace the cleaners on their day to day work. They must also have a valid security clearance.

Q4) How will a change of local legislation affect the contract? As if the base salary or taxes changes or a new obligation is added by local laws?

R4) Contract can be reviewed in case local laws change, and new amounts may be recalculated, upon review and confirmation of the Contracting Authority.

**END OF ADDENDUM #002**