



ADDENDUM # 4

Date: May 26, 2020

Title: Cleaning and maintenance services for the High Commission of Canada in Australia

The Department of Foreign Affairs, Trade and Development hereby amends, in accordance with this Addendum the Request for Proposals for the cleaning and maintenance services at the High Commission of Canada in Australia, bearing number 20-156424. This Addendum hereby forms part of the RFP. The purpose of this Addendum is to:

- 1. Make amendments to the RFP

This Addendum is issued prior to receipt of Bids to provide for certain revisions to and clarification of the solicitation documents.

AMENDMENT TO THE RFP

- 1. ANNEX B – BASIS OF PAYMENT

DELETE:

In its entirety

INSERT:

ANNEX B – BASIS OF PAYMENT

Name of Bidder: _____

Address: _____

Contact Person: _____

Phone number: () - _____

E-mail: _____

Print Name: _____

Signature: _____

Date: _____



- a. Bidders **MUST** quote in Australian Dollar (AUD), all inclusive, firm monthly and hourly rates, as indicated in tables below. Value Added Tax (VAT) must be indicated separately, *as applicable, and must **ONLY** appear in the **PRICING SUMMARY**.

*If taxes are not applicable, the bidder must mark N/A in the amount field of the PRICING SUMMARY. The bidder must not leave the box blank.

- b. It is **MANDATORY** that the bidders complete the PRICING SCHEDULES and PRICING SUMMARY below. Failure to provide pricing for an item will render the bid non-responsive.
- c. The firm monthly and hourly rates submitted are all-inclusive and must include the cost of labour, direct materials and supplies, equipment, fringe benefits, general and administrative expenses, overhead and profit, as applicable.
- d. Travel and Living Expenses will not be paid for any part of this contract including any relocation required to perform the work, as outlines in Annex A.



SECTION 1 / INITIAL PERIOD (24 MONTHS)

PRICING SCHEDULE 1A			
INITIAL PERIOD FIRST YEAR			
Category	Firm Monthly Rate	Number of Months	Subtotal
	A	B	(C = A x B)
Routine Cleaning Services		12	
Pricing Schedule 1A - Evaluated Price (VAT excluded) (AUD)			
PRICING SCHEDULE 1B			
INITIAL PERIOD SECOND YEAR			
Category	Firm Monthly Rate	Number of Months	Subtotal
	A	B	(C = A x B)
Routine Cleaning Services		12	
Pricing Schedule 1B - Evaluated Price (VAT excluded) (AUD)			

SECTION 2 / FIRST OPTION PERIOD

This section applies only if the option to extend the contract is exercised by Canada.

PRICING SCHEDULE 2			
OPTION PERIOD ONE (THIRD YEAR)			
Category	Firm Monthly Rate	Number of Months	Subtotal
	A	B	(C = A x B)
Routine Cleaning Services		12	
Pricing Schedule 2 - Evaluated Price (VAT excluded) (AUD)			



SECTION 3 / SECOND OPTION PERIOD

This section applies only if the option to extend the contract is exercised by Canada.

PRICING SCHEDULE 3			
OPTION PERIOD TWO (FOURTH YEAR)			
Category	Firm Monthly Rate	Number of Months	Subtotal
	A	B	(C = A x B)
Routine Cleaning Services		12	
Pricing Schedule 3 - Evaluated Price (VAT excluded) (AUD)			

SECTION 4 / THIRD OPTION PERIOD

This section applies only if the option to extend the contract is exercised by Canada.

PRICING SCHEDULE 4			
OPTION PERIOD THREE (FIFTH YEAR)			
Category	Firm Monthly Rate	Number of Months	Subtotal
	A	B	(C = A x B)
Routine Cleaning Services		12	
Pricing Schedule 4 - Evaluated Price (VAT excluded) (AUD)			



SECTION 5/ PRICING SCHEDULE 5:

Firm all-inclusive prices/rates including overhead, profit and all related costs for additional cleaning and/or emergency cleaning operations not described in the Pricing Schedules above on an "**AS AND WHEN REQUESTED**" basis. Estimated numbers of hours are used for evaluation purposes and is no guarantee of volume.

LABOUR: Our firm hourly rate per qualified personnel will be:

PRICING SCHEDULE 5				
As and When Requested Cleaning Services				
		ESTIMATED Maximum number of hours per year	Firm Hourly Rate	Subtotal
Period	Qualified Staff	A	B	C = A x B
Initial period year 1	Professional Cleaner	Estimate in hours		
	Professional Cleaning Supervisor	Estimate in hours		
Initial period year 2	Professional Cleaner	Estimate in hours		
	Professional Cleaning Supervisor	Estimate in hours		
Option period 1	Professional Cleaner	Estimate in hours		
	Professional Cleaning Supervisor	Estimate in hours		
Option period 2	Professional Cleaner	Estimate in hours		
	Professional Cleaning Supervisor	Estimate in hours		
Option period 3	Professional Cleaner	Estimate in hours		
	Professional Cleaning Supervisor	Estimate in hours		
Pricing Schedule 5 - Evaluated Price (VAT excluded) (AUD)				



SECTION 6 / PRICING SCHEDULE 6 – TOTAL

The total will be used in the calculation of the lowest price per point defined in section 4.4 BASIS OF SELECTION.

PRICING SUMMARY	
Pricing Schedules	Subtotal
1A - Year One - (VAT excluded)	
1B - Year Two - (VAT excluded)	
2 - Option Period One (Third Year) - (VAT excluded)	
3 - Option Period Two (Fourth Year) - (VAT excluded)	
4 - Option Period Three (Fifth Year) - (VAT excluded)	
5 - As-when-requested services - (VAT excluded)	
SUBTOTAL (AUD)	

VAT	%	Amount

TOTAL (Subtotal amount + VAT amount) (AUD)	
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ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED