



ADDENDUM # 3

Date: June 17, 2020

Title: Commercial Cleaning Services at the Embassy of Canada to Indonesia

The Department of Foreign Affairs, Trade and Development hereby amends, in accordance with this addendum the Request For Proposals (RFP) for the provision of commercial cleaning services, bearing number 20-172762. This addendum hereby forms part of the RFP and the purpose 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. On Cover Page – PROPOSAL DELIVERY

DELETE:

In its entirety

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In order for the proposal to be valid and accepted, it must be received no later than 14:00 EDT on July 09, 2020 (as per Ottawa, Ontario) referred to as the "Closing Date".

Only electronic copies will be accepted and received at the following e-mail address:

internationalproposals@international.gc.ca

Solicitation #:20-172762

2. In Part 2 – Bidder Instructions

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2.5 BIDDERS TELECONFERENCE AND SITE VISIT – MANDATORY

Due to the impacts of the COVID-19 pandemic, temporary measures are being taken on-site at the Embassy of Canada to Indonesia in order to comply with social distancing requirements. The health and safety of staff and suppliers remains our top priority.



2.5.1 BIDDERS TELECONFERENCE

Exceptionally, a bidder's teleconference will be held in lieu of an on-site conference. It is mandatory that the Bidder or a representative of the Bidder attend the teleconference scheduled on Monday, June 22, 2020 and will begin at 08:00 AM, local time in Jakarta, Indonesia.

Bidders are requested to confirm their attendance with Canada's Representative no later than two working day before the teleconference and provide the names of the person(s) who will attend. Bidders will be required to provide their name and representing company at the beginning of the teleconference to the Canada's representative in order for him/her to complete the attendance form.

Teleconference information

- Telephone number: 1-877-413-4785
- Teleconference ID number: 4736390

2.5.2 SITE VISIT(S)

To respect the social distancing measures, we have identified that a limit of three registered Bidders will be allowed to attend each site visit and will be scheduled on a first come first serve basis. In addition, only **one** representative per Bidder will be allowed to register for the site visit.

Bidders are requested to confirm their attendance with Canada's Representative no later than two working days before the site visit and provide the name of the person who will attend. Bidders will be required to sign an attendance form.

First Site visit:

To be held at the World Trade Center I, 6th floor at Jl. Jend. Sudirman No.Kav 29-31 on Tuesday, June 23, 2020 and will begin at 10:00 AM, in Jakarta, Indonesia.

Confirmed participants to the first site visit must present themselves to the identified address, no later than fifteen minutes before the commencement of the site visit.

Second site visit:

To be held at the World Trade Center I, 6th floor at Jl. Jend. Sudirman No.Kav 29-31 on Tuesday, June 23, 2020 and will begin at 12:00 PM, in Jakarta, Indonesia.

Confirmed participants to the second site visit must present themselves to the identified address, no later than fifteen minutes before the commencement of the site visit.

Bidders should indicate in their bid that they have attended the Bidder's teleconference and the site visit. Bidders who do not attend or send a representative to the teleconference and/or site visit will not be given an alternative appointment and their proposal will be rejected as non-compliant.

Further instructions will be provided during those events by the Canada's Representative but it is important to understand that in an effort to ensure transparency and fairness to all bidders, no



questions and/or discussions will be allowed neither during the teleconference or the site visits. Your questions will have to be sent in writing to the Canada's Representative after the event. Gathered questions will be given official answers and both questions and answers will then be shared to all bidders at once in writing. Any clarifications or changes to the RFP resulting from the teleconference and/or the site visit(s), will be included as an amendment to this RFP.

Please note that any travel and other costs associated with attending a bidders' conference and/or site visit form part of "Bid Costs" as per 2003 (2019-03-04) *Standard Instructions - Goods or Services - Competitive Requirements*, and will not be reimbursed by Canada.

3. At Annex B – Basis of Payment

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ANNEX B – BASIS OF PAYMENT

Name of Bidder: _____

Address: _____

Contact Person: _____

Phone number: () _____

E-mail: _____

Print Name: _____

Signature: _____

Date: _____



- a. Bidders **MUST** quote in Indonesian Rupiah (IDR), 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.

- 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 must be all-inclusive therefore they have to 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 – 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) (IDR)			

PRICING SCHEDULE 1B – 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) (IDR)			



SECTION 2 / FIRST OPTION PERIOD

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

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

SECTION 3 / SECOND OPTION PERIOD

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

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

SECTION 4 / THIRD OPTION PERIOD

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

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



SECTION 5 / AS AND WHEN REQUESTED SERVICES:

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 Services				
Period	Professional Qualified Staff	<u>Estimated</u> maximum number of hours per year	Firm Hourly Rate	Subtotal
		A		C = A x B
Initial Period First year	Cleaner	6		
	Supervisor	6		
Initial Period Second year	Cleaner	6		
	Supervisor	6		
First Option Period	Cleaner	6		
	Supervisor	6		
Second Option Period	Cleaner	6		
	Supervisor	6		
Third Option Period	Cleaner	6		
	Supervisor	6		
Pricing Schedule 5 – Evaluated Price (VAT excluded) (IDR)				



SECTION 6 / PRICING SUMMARY

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 (VAT excluded)	
1A – First Year		
1B – Second Year		
2 – First Option Period (Third Year)		
3 – Second Option Period (Fourth Year)		
4 – Third Option Period (Fifth Year)		
5 – As and When Requested		
SUBTOTAL (IDR)		
VAT	%	Amount
TOTAL (Subtotal amount + VAT amount) (IDR)		

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED