



ADDENDUM # 1

Date: October 7, 2020

Title: HVAC Maintenance for BAIRS

Solicitation Number: 20-162494

The Department of Foreign Affairs, Trade and Development hereby amends, in accordance with this addendum the Request for Proposals (RFP) for the provision of HVAC Maintenance services for BAIRS. This addendum hereby forms part of the RFP and the purpose is to:

1. Answer questions related to the RFP that we received
2. Make clarifications to the RFP

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

QUESTIONS AND ANSWERS

Q1 Is it possible for you to share with us who won this contract in the past?

A1 Last contract maintaining the Chancery equipment was awarded to Sinax SA.

Q2 Is it possible to share the list of current interested suppliers given there was a site visit this morning at the Embassy? Will you be posting such list of interested suppliers shortly on the RFP itself?

A2 No, as this is an active solicitation process (<https://buyandsell.gc.ca/procurement-data/tender-notice/PW-20-00926923/list-of-interested-suppliers>), we can only share the info from firms who have registered

Q3 Will you favor Canadian companies or local companies for this type of contract?

A3 No, bids will be evaluated as per the instructions in the RFP Basis of Selection. Due to international trade agreements, we cannot favour Canadian or local firms. All bidders will have the same treatment process.

Q4 Can a Canadian company partner with a local company on this type of contract and respond accordingly to the RFP?



- A4 Yes, as long as Mandatory Requirements are met accordingly to RFP Basis of Selection. The joint venture clauses have been added to RFP SR2.
- Q5 We understand there is a list of preferred or pre-qualified suppliers for these jobs who may also get a direct solicitation email. What is the process for our company to be added to these distribution lists for future jobs of this nature at other Embassies and High Commissions?
- A5 This Request for Proposal (RFP) is seeking a Contractor to perform HVAC maintenance services. As this is a new contract, not a contract against a Supply Arrangement, there are no pre-qualified suppliers for this requirement.

AMENDMENT TO THE RFP

1. In Section "I", at SR2 BASIS OF SELECTION AND EVALUATION PROCEDURES (MAXIMUM 90 POINTS)

ADD:

2.2 Joint Venture Experience

If the Bidder is a joint venture firm, the Bidder must provide all identification information for all parties and all requirements for all parties (i.e. licenses, insurance, etc.) as requested. As part of the technical proposal submission, the Bidder must identify the responsibilities of each joint venture party with respect to the scope of services/work inclusive of the requirements for each entity based on such services as described in this RFP document.

2.2.1 Joint Venture

A joint venture is an association of two or more parties, whether individuals, partnerships, corporations, trusts or other, who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred to as a consortium, to submit an Proposal together, acting as a single supplier, on a requirement. Suppliers who submit an proposal as a joint venture must clearly indicate that they do so as a joint venture, and they must provide the following information:

- a. the name of each member of the joint venture;
- b. the name of the representative (agent or mandatary) of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable; and
- c. the name of the joint venture, if applicable.

If the information is not clearly provided in the proposal, or is incomplete, the supplier must provide the information on request by the Contract Advisor.

2.2.2 Signatures and Representation



Any related proposals or contract must be signed by all the members of the joint venture, unless one member is appointed to act on behalf of all members of the joint venture. The Contract Advisor may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the Application, any subsequent request for proposals and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solitarily liable for the performance of any resulting contract.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED