



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC  
11 Laurier St./11 rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5

**LETTER OF INTEREST  
LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution  
Construction Services Division/Division des services de  
construction  
140 O'Connor Street  
140, rue O'Connor  
Ontario  
Ottawa  
K1A 0S5

<b>Title - Sujet</b> CLMBO Chancery Relocation Project	
<b>Solicitation No. - N° de l'invitation</b> 08915-200250/A	<b>Date</b> 2020-10-30
<b>Client Reference No. - N° de référence du client</b> 20200250	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$FG-356-79264
<b>File No. - N° de dossier</b> fg356.08915-200250	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-12-02</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Steele, Harold	<b>Buyer Id - Id de l'acheteur</b> fg356
<b>Telephone No. - N° de téléphone</b> (819) 420-1111 ( )	<b>FAX No. - N° de FAX</b> (819) 956-8335
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>    <b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>   <b>Signature</b>   <b>Date</b>	



## REQUEST FOR QUALIFICATION

### Project - The High Commission of Canada in Colombo – Sri Lanka

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**ANNEX A – Overview of the Project**

**ANNEX B – Security Requirements Check List (SRCL)**

## PART 1 – GENERAL INFORMATION

### 1.1 Introduction

This Request for Qualification is divided into five parts plus annexes and forms as follows:

- Part 1** General Information: provides a general description of the requirement;
- Part 2** Respondent Instructions: provides the instructions, clauses and conditions applicable to the Request for Qualification;
- Part 3** Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the Response, and the basis of selection;
- Part 4** Certifications and Additional Information: includes the certifications and information to be provided;
- Part 5** Security: includes specific security requirements related to this requirement;

### 1.2 Summary

1. Public Works and Government Services Canada (PWGSC) is initiating a process to prequalify Bidders for General Contractor Services for The High Commission of Canada in Colombo – Sri Lanka. This document defines the requirements for the prequalification of Respondents for this requirement. Interested suppliers are required to respond to this Request for Qualification. Only those Respondents considered by PWGSC to meet the prequalification requirements as defined in this document will be invited to submit competitive Bids for this work during the Request for Proposal phase of the solicitation.
2. The General Contractor must ensure the project is delivered on schedule, within the construction estimate and to the level of quality required for a building of this stature and must deliver the following General Contractor Services including but not limited to:
  - i. Procurement Management
  - ii. Waste Management
  - iii. Sustainability and Environmental Management

### 1.3 Important Notice to Respondents

1. **Security Requirements:** There are no industrial security requirements associated with this requirement.
2. **Integrity Provisions:** In accordance with Canada's Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), Respondents must provide with their Response, if applicable, the Integrity Declaration Form. Please see Article 2.16 Integrity Provisions and Part 4 Certification and Additional Information.

### 1.4 Procurement Approach

1. A two-phase procurement approach will be followed:
  - i. Phase One (I) – Request for Qualification
  - ii. Phase Two (II) – Request for Proposal
2. Prior to delivery and posting of the Request for Proposal (RFP), topic specific commercial-in-confidence meetings, limited to qualified Respondents, may be held to capture relevant input from industry into the RFP.

### **1.5 Phase One (I) – Request for Qualification**

1. This Request for Qualification (RFQ), to prequalify Respondents with the necessary experience to function as the General Contractor, is open to all interested suppliers. The prequalification of a Respondent is based on defined mandatory requirements specified in this RFQ.
2. All prequalification requirements in Phase I will be carried over to Phase II. To be eligible to submit a Bid for Phase II, Bidders must first be prequalified by PWGSC at Phase I.

### **1.6 Phase Two (II) – Request for Proposal**

1. The information provided in this section does not represent a commitment by Canada and is provided solely for information purposes. It may be modified by PWGSC at Phase II – RFP.
2. Only those Respondents who are prequalified by PWGSC in Phase I will be eligible to submit a Bid in Phase II. The decision to participate in Phase II is the decision of each prequalified Respondent.
3. As part of the RFP, PWGSC will invite Respondents prequalified in Phase I to submit proposals following a two-envelope procedure in which the Bidder provides Envelope 1 – Technical Bid and Envelope 2 – Financial Bid. The form of the RFP submission will be described in the RFP and will address both technical and financial aspects of the requirement. The requirements of the technical submission will be determined by Canada in its sole discretion. For informational purposes, the technical submission is anticipated, but not guaranteed, to include, at a minimum the following requirements:
  - (a) Experience and expertise of key individuals including but not limited to Project Director, Senior Superintendent, Cost/Risk Manager, Design Manager, Conservation Manager and Time Manager;
  - (b) Various questions related to the process(es) and methodology(ies) the Bidder would apply to foster an integrated and seamless implementation strategy for the program of work, delivered in a general contractor delivery model where the design is prioritized and construction occur simultaneously;
  - (c) Assessment of the content and quality of the overall written proposal;
  - (d) An interview; and
  - (e) Other criteria as Canada may deem necessary.
4. Key individuals identified in any resulting RFP will be expected to be available to perform the services as required by PWGSC.

5. The Bidder must have the financial capability to fulfill the requirement. As part of the RFP, Canada may require the submission of financial information in accordance with the conditions found in A9033T (2012-07-16) <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9033T>.
6. Values for bonding and insurance at Article 3.2.2 Mandatory Technical Criteria are established for the purposes of this RFQ. The requirement for bonding and insurance may be refined to a greater value in the RFP.
7. Unless Canada has given express written consent, Bidders submitting a Bid to the RFP, must submit such Bid under the same legal name as was used for their Response to the RFQ. In order to confirm the authority of the person or persons signing the Bid or to establish the legal capacity under which the Bidder proposes to enter into contract, any Bidder who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- (a) such signing authority; and
- (b) the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign the Bid on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership. This also applies to Bidders submitting a Bid as a joint venture.

8. Bidders are required to have a Procurement Business Number (PBN) before contract award. Bidders may register for a PBN in the Supplier Registration Information system on the Website: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>. For non-Internet registration, Respondents may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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## **PART 2 – RESPONDENT INSTRUCTIONS**

### **2.1 Phase I Request for Qualification**

1. The Respondent must demonstrate that it meets the requirements as defined in Part 3 of this document by providing all required information. PWGSC will evaluate the Respondent's qualification submission and determine the prequalification status of the Respondent. PWGSC reserves the right to verify the information and references submitted.
2. All prequalification requirements in Phase I will be carried over to Phase II.

### **2.2 Definitions**

1. For the purposes of this RFQ the following definitions apply:
  - (a) "Bidder" means the person or entity (or in the case of a joint venture, the persons or entities) prequalified in Phase I RFQ to submit a Bid in Phase II RFP;
  - (b) "Bid" the formal bid by a Bidder in response to Phase II RFP;
  - (c) "Respondent" means the person or entity (or in the case of a joint venture, the persons or entities) submitting a Response; and
  - (d) "Response" means the formal response by a Respondent to this RFQ.

### **2.3 Joint Venture**

2. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, in order to submit together a Response or Bid. Respondents who submit a Response, as a joint venture must indicate clearly that it is a joint venture and provide the following information:
  - (a) the name of each member of the joint venture;
  - (b) the name of the representative 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.
3. If the information is not clearly provided in the Response, the Respondent must provide the information on request from the Contracting Authority.
4. The Response must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority 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 purposes of the Response to the RFQ and any resulting contract.

5. All of the members of the joint venture are jointly and severally responsible for the obligations entered into by the Respondent and/or Bidder in accordance with this RFQ and any resulting contract.

## 2.4 Identity or Legal Capacity of the Respondent

1. In order to confirm the authority of the person or persons signing the Response or to establish the legal capacity under which the Respondent submits a Response, any Respondent who carries on business using a name other than its own personal name shall, if requested by Canada, provide satisfactory proof of
  - (a) such signing authority; and
  - (b) the legal capacity under which it carries on business;

prior to proceeding to Phase II RFP. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this Response on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership. This also applies to Respondents submitting a Response as a joint venture.

## 2.5 Phase I RFQ Response Documents

1. The following are the RFQ Response documents:
  - a. Request for Qualification
  - b. Annex A Overview of the Project
  - c. Annex B Security Requirements Check List (SRCL)
  - d. Form 1 – Identification of Respondent
  - e. Form 2 – Corporate Experience
  - f. Form 3- Corporate Experience
  - g. Form 4- Corporate Experience
  - h. Form 5 Corporate Experience
  - i. Form 6 – Integrity Provisions List of Names
  - j. Any amendment issued before RFQ closing

## 2.6 Entire Requirement

1. The RFQ solicitation documents contain all the requirements relating to this RFQ issued on the Government of Canada Electronic Tendering System (GETS), [buyandsell.gc.ca](http://buyandsell.gc.ca). Any other information or documentation provided to or obtained by a Respondent from any source is not relevant. Respondents should not assume that practices used under previous contracts will continue, unless they are described in the solicitation. Respondents should also not assume that their existing capabilities meet the requirements of the solicitation simply because they have met previous requirements.

## 2.7 Enquiries



1. Enquiries regarding this RFQ must be submitted in writing to the PWGSC Contracting Authority named on the RFQ – Page 1 as early as possible within the solicitation period. Enquires should be received no later than five (5) business days before the date set for the RFQ closing to allow sufficient time to provide a response.
2. To ensure consistency and quality of the information provided to Respondents, the PWGSC Contracting Authority will examine the content of the enquiry and will decide whether or not to issue an amendment.
3. All enquiries and other communications related to this RFQ sent throughout the solicitation period are to be directed only to the PWGSC Contracting Authority named in the RFQ – Page 1. Failure to comply with this requirement may result in the Response being declared non-compliant.
4. A bidders' conference will be held on *November 17, 2020*. The conference will begin at 08:30 Eastern Standard Time (EST), and will be on Microsoft Teams. The aim of this bidders conference is to explain the bidding process only of this pre-qualification. There will not be any information or discussion regarding the future project requirement that follows this pre-qualification and only questions concerning the bidding process will be answered. It is recommended that bidders who intend to submit a response to the RFQ attend or send a representative.
5. Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than *November 16, 2020*.
6. Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

## 2.8 Debriefings

1. Respondents will be notified in writing after the list of prequalified Respondents is established and, upon request to the Contracting Authority, unsuccessful Respondents will be offered a written debriefing. Should a Respondent desire a written debriefing, the Respondent must contact the Contracting Authority within ten (10) business days of the notification of the results of the RFQ requesting such a debriefing.
2. The debriefing will include the reasons the Respondent did not qualify to be invited to participate in Phase II RFP, as applicable. The scope of the debriefing will be limited to the details and results of the evaluation of the specific Respondent's Response. The debriefing will not provide any details on the contents or evaluation results of Responses from other Respondents. The confidentiality of information relating to other Respondents will be protected. Canada will not assume any of the Respondent's costs in relation to the debriefing.

## 2.9 Response Costs

1. No payment will be made for costs incurred in the preparation and submission of a Response to this RFQ. Costs associated with preparing and submitting a Response, as well as any costs incurred by the Respondent associated with the evaluation of the Response, are the sole responsibility of the Respondent.

## 2.10 Rights of Canada

1. Canada reserves the right to:
  - (a) reject any or all Response(s) received in response to the RFQ;
  - (b) enter into negotiations with Respondents on any or all aspects of their Response;
  - (c) accept any Response in whole or in part without negotiations;
  - (d) cancel the RFQ at any time;
  - (e) reissue the RFQ;
  - (f) if no responsive Responses are received and the requirement is not substantially modified, reissue the RFQ by inviting only the Respondents who responded to resubmit a Response within a time period designed by Canada; or
  - (g) negotiate with the sole compliant Respondent to ensure best value to Canada.

## 2.11 Submission of Responses

1. Responses must be submitted only to PWGSC Bid Receiving Unit by the date, time and place indicated on page 1 of the RFQ or as otherwise set out in this section 2.11 Submission of Responses.
2. Facsimile copies will not be accepted.
3. The Response must be received on or before the date and time set out for RFQ closing. Before submitting the Response, the Respondent should ensure the following information is clearly printed or typed on the face of the Response envelope:
  - (a) solicitation number;
  - (b) name of Bidder;
  - (c) return address; and
  - (d) RFQ closing date and time.
4. Unless specified otherwise in the RFQ, Responses may be submitted using the epost Connect service provided by Canada Post Corporation.
  - (a) The only acceptable email address to use with epost Connect for Responses to the RFQ is:

[tpsgc.dgareceptiondessoumissions-abbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Responses will not be accepted if emailed directly to the above email address. This email address is to be used to open an epost Connect conversation, as detailed below, or to send Responses through an epost Connect message if the Respondent is using its own licensing agreement for epost Connect

5. To submit a Response using epost Connect service, the Respondent must either:
  - (a) send directly its Response only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement epost Connect provided by Canada Post Corporation; or
  - (b) send as early as possible, and in any case, at least six (6) business days prior to the RFQ closing date and time (in order to ensure a response), an email that includes the RFQ solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
6. If the Respondent sends an email requesting epost Connect service to the specified Bid Receiving Unit in the RFQ solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Respondent to access and action the message within the conversation. The Respondent will then be able to transmit its Response afterward at any time prior to the RFQ closing date and time.
7. If the Respondent is using its own licensing agreement to send its Response, the Respondent must keep the epost Connect conversation open until at least thirty (30) business days after the RFQ closing date and time.
8. The RFQ solicitation number should be identified in the epost Connect message filed of all electronic transfers.
9. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a Respondent not have a Canadian mailing address, it may use the Bid Receiving Unit address specified in the RFQ in order to register for the epost Connect service.
10. For Responses transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the Response including, but not limited to, the following:
  - (a) receipt of a corrupted or incomplete Response;
  - (b) availability or condition of the epost Connect service;
  - (c) incompatibility between the sending and receiving equipment;
  - (d) delay in transmission or receipt of the Response;
  - (e) failure of the Respondent to properly identify the Response;
  - (f) illegibility of the Response;
  - (g) security of Response data; or
  - (h) inability to create an electronic conversation through the epost Connect service.
11. The Bid Receiving Unit will send an acknowledgment of the receipt of Response document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgment will confirm the receipt of the Response document(s) and will not confirm if the attachments may be opened nor if the content is readable.
12. Respondents must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.

13. A Response transmitted by epost Connect service constitutes the formal Response of the Respondent.
14. Canada will make available Notices of Proposed Procurement (NPP), RFQ solicitations and related documents for download through the GETS. Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, RFQ solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Respondent to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Bidder's part nor for notification services offered by a third party.
15. Timely and correct delivery of Responses is the sole responsibility of the Respondent. Canada will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of a Response is the responsibility of the Respondent.

## 2.12 Completion of Responses

1. The Respondent must:
  - (a) Submit a Response, duly completed and signed by an authorized representative of the Respondent, in the format requested, on or before the RFQ closing date and time set.
  - (b) Obtain clarification of the requirements contained in the RFQ, if necessary, before submitting a Response.
  - (c) Provide a comprehensive and sufficiently detailed Response that will permit a complete evaluation in accordance with the criteria set out in this RFQ.
2. **Canada's Policy on Green Procurement:** In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. To assist Canada in reaching its objectives, Respondents should:
  - (a) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing a minimum of 30% recycled content; and
  - (b) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided-duplex, and using staples or clips instead of cerlox, duotangs or binders.

## 2.13 Response Format

1. The following format should be implemented when preparing the Response:
  - Paper size should be - 216mm x 279mm (8.5" x 11")
  - Minimum font size - 11 points Times (or equal) or greater
  - Minimum margins - 12 mm left, right, top, and bottom
  - Double-sided submissions are preferred

- One 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper; 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
2. The order of the Response should follow the order established in Article 3.2 Response Evaluation Mandatory Technical Criteria Technical Criteria section of the RFQ. The maximum number of pages including text and graphics is stipulated within each criterion description. Where a maximum page limit applies, all pages in excess of the stipulated limit will not be evaluated. The following are not part of this page limitation:
    - Covering letter;
    - Front page of the Response
    - Identification of Respondent Form
    - A completed Declaration Form - Declaration of Convicted Offences, if applicable
    - Integrity Provisions List of Names Form
    - Additional two (2) copies of the Response
  3. If the Response is not submitted through epost Connect service, the Respondent must submit one (1) signed original Response and in addition should submit:
    - (a) two (2) copies of the Response; and
    - (b) one electronic copy in a format compatible with Microsoft Office Suite 2020 or Adobe Acrobat 10.0.
  4. Respondents must demonstrate an understanding of the requirements contained in the RFQ and explain how they meet these requirements. Respondents must demonstrate their capability in a thorough, concise and clear manner.
  5. The Response must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the Response will be evaluated. Simply repeating the statement contained in the RFQ is not sufficient. In order to facilitate the evaluation of the Response, Canada requests that Respondents address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Respondents may refer to different sections of their Responses by identifying the specific paragraph and page number where the subject topic has already been addressed.
  6. The Response consists of the following:
    - (a) **Identification of Respondent Form:** Respondents must include Form 1 – Identification of Respondent with their Response which provides information required for evaluation such as a contact name and Respondent's Procurement Business Number, etc. Canada may waive informalities and minor irregularities in the Identification of Respondent Form received if Canada determines that the variation of the information provided from the exact requirements set out in the Identification of Respondent Form can be corrected or waived without being prejudicial to other Respondents. If Form 1 is not completed and submitted with the Response, the Contracting Authority will inform the Respondent of a timeframe within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the timeframe provided will render the Response non-responsive.
    - (b) **Joint Venture Experience:** Where a Respondent is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that

joint venture. A joint venture Respondent may rely on the experience of one of its members to meet any given technical criterion of this RFQ. Joint venture members cannot pool experience with other joint venture members to satisfy a single technical criterion of this RFQ (e.g. two members of a joint venture have one year of experience related to a given criterion, they cannot combine that experience to meet a requirement of 2 years' experience). However, a joint venture member can pool its individual experience with the experience of the joint venture itself. For example, a joint venture consisting of A+B, each member A or B may pool its individual experience with existing experience of that joint venture A+B. Wherever substantiation of a criterion is required, the Respondent is required to indicate which joint venture member satisfies the requirement, or whether the joint venture itself satisfies the requirement. If the Respondent does not identify which joint venture member satisfies the requirement, Canada will provide a timeframe by which this information must be provided. Failure to provide the information within the requested time frame will result in this information not being evaluated.

- (c) **Substantiation of Technical Compliance:** The Response must substantiate the compliance of the Respondent with the specific requirements identified at Article 3.2 Response Evaluation Mandatory Technical Criteria, which is the requested format for providing such substantiation (the Substantiation). The Substantiation must not simply be a repetition of the requirements, but must explain and demonstrate how the Respondent meets the requirements. Simply stating that the Respondent complies is not sufficient. Where Canada determines, that the substantiation is not complete, it may evaluate the Response based only on the information that is adequately substantiated or declare the Respondent non-compliant and disqualified.

## 2.14 Revision of a Response

1. A Response submitted may be amended provided the revision is received at the office designated for the receipt of the Responses, on or before the date and time set for the receipt of Responses. The revision must be on the Respondent's letterhead or bear a signature that identifies the Respondent, and must clearly identify the change(s) to be applied to the original Response. The revision must also include the information identified in Article 2.11 Submission of Responses and Article 2.12 Completion of Responses.

## 2.15 Rejection of Response

1. Canada may accept any Response or reject any or all Responses.
2. Without limiting the generality of paragraph 1, Canada may reject a Response if any of the following circumstances is present:
  - (a) The Respondent's bidding privileges are suspended or are in the process of being suspended.
  - (b) The bidding privileges of any employee or subcontractor included as part of the Response are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to bid on the work or the portion of the work from any resulting RFP the employee or subcontractor is to perform.

- (c) The Respondent is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period.
  - (d) Evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Respondent, any of its employees or any subcontractor included as part of its Response.
  - (e) Evidence, satisfactory to Canada, that based on past conduct or behaviour, the Respondent, a subcontractor or a person who is to perform the work resulting from the RFP is unsuitable or has conducted himself/herself improperly.
  - (f) With respect to current or prior transactions with Canada:
    - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out the contractor's hands with respect to a contract with the Respondent, any of its employees or any subcontractor included as part of its Response; or
    - ii. Canada determines that the Respondent's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement of the subject RFQ or any resulting RFP.
3. Without limiting the generality of paragraphs 1 and 2, Canada may reject any Response based on Canada's unfavourable assessment of the
- (a) Respondent's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
  - (b) Respondent's performance on other contracts.
4. Where Canada intends to reject a Response pursuant to a provision of paragraphs 1, 2, or 3, other than subparagraph 2(a), the contracting Authority will inform the Respondent and provide the Respondent ten (10) business days within which to make representations, before making a final decision on the Response rejection.
5. Canada may waive informalities and minor irregularities in Responses received if Canada determines that the variation of the Response from the exact requirements set out in the RFQ documents can be corrected or waived without being prejudicial to other Respondents.

## 2.16 Integrity Provisions

1. The *Ineligibility and Suspension Policy* (the "Policy") in effect of the date of the RFQ is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the RFQ. The Respondent must comply with the Policy and Directives, which can be found at <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>.
2. Under the Policy, charges and convictions of certain offences against a Respondent, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by PWGSC that the Respondent is ineligible to enter, or is suspended from entering into a contract



with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC's Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.

3. In addition to all other information required in the RFQ, the Respondent must provide the following:
  - (a) By the time stated in the Policy, all information required by the Policy described under the heading "information to be provided when Bidding, Contracting or Entering into a Real Property Agreement," and
  - (b) With its qualification, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at <http://publiservice-app.pwgsc.gc.ca/forms/pdf/614E.pdf>.
4. Subject to subsection 5, by submitting a Response to this RFQ, the Respondent certifies that:
  - (a) it has read and understands the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>).
  - (b) it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - (c) it is aware that Canada may request additional information, certifications, and validations from the Respondent or a third party for purposes of making a determination of ineligibility or suspension;
  - (d) it has provided with its Response a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - (e) none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - (f) it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where a Respondent is unable to provide any of the certifications required by subsection 4, it must submit with its Response a completed Integrity Declaration Form, which can be found at <http://publiservice-app.pwgsc.gc.ca/forms/pdf/614E.pdf>.
6. Canada will declare non-compliant any Response in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after prequalification that the Respondent provided a false or misleading certification or declaration, Canada may disqualify the Respondent. Pursuant to the Policy, Canada may also



determine the Bidder to be ineligible for award of a contract for providing a false or misleading certification or declaration.

## **2.17 Compliance with Applicable Laws**

1. By submission of a Response, the Respondent certifies that the Respondent has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the Response and entry into any ensuing contract for the performance of the work.
2. For the purpose of validating the certification in paragraph 1, a Respondent shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2 shall result in disqualification of the Response.

## **2.18 Conflict of Interest – Unfair Advantage**

1. In order to protect the integrity of the procurement process, Respondents are advised that Canada may reject a Response in the following circumstances:
  - (a) if the Respondent, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the RFQ solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - (b) if the Respondent, any of its subcontractors, any of their respective employees or former employees had access to information related to the RFQ solicitation that was not available to other Respondents and that would, in Canada's opinion, give or appear to give the Respondent an unfair advantage.
2. The experience acquired by a Respondent who is providing or has provided the goods and services described in the RFQ solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Respondent remains however subject to the criteria established above.
3. Where Canada intends to reject a Response under this section, the Contracting Authority will inform the Respondent and provide the Respondent an opportunity to make representations before making a final decision. Respondents who are in doubt about a particular situation should contact the Contracting Authority before RFQ closing. By submitting a Response, the Respondent represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Respondent acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

## **2.19 Code of Conduct**

1. The [Code of Conduct for Procurement](http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>) provides that Respondents must respond to solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the solicitation and resulting contract, submit Responses and Bids and enter into contracts only if they will fulfill all obligations of the Contract. By submitting a Response, the Respondent is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the Response non-responsive.

## 2.20 Websites

1. The following is a list of some of the Web sites related to the RFQ and RFP documents for additional information:
  - Buy and Sell: <https://www.achatsetventes-buyandsell.gc.ca>
  - Canadian economic sanctions: <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>
  - Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913): <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>
  - Bid Bond (form PWGSC-TPSGC 504): <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/504.pdf>
  - Performance Bond (form PWGSC-TPSGC 505): [http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505\\_eng.pdf](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.pdf)
  - Labour and Material Payment Bond (form PWGSC-TPSGC 506): <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/506.pdf>
  - Standard Acquisition Clauses and Conditions (SACC) Manual: <http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>
  - PWGSC, Industrial Security Services: <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>
  - PWGSC, Code of Conduct and Certifications: <http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>
  - Construction and Consultant Services Contract Administration Forms Real Property Contracting: <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>
  - Declaration Form: <http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>
  - Trade agreements: <https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>

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## **PART 3 – EVALUATION PROCEDURES**

### **3.1 Opening of Responses/Evaluation**

1. There will be no public opening at RFQ closing time.
2. Responses will be evaluated against the mandatory technical criteria set out elsewhere in the RFQ. Failure to meet all mandatory requirements will render the Response non-compliant.
3. An evaluation team composed of representatives of Canada will evaluate the bids.

### **3.2 Response Evaluation – Mandatory Technical Criteria Technical Criteria**

#### **1. Definitions**

- (a) Building Construction Project: means a new building construction or renovation of an existing building.
- (b) Client: means the project owner, or its representative, of the funding department or organization who was directly involved in contracting the project activities of the representative project.
- (c) Completed: means a project where all the terms and conditions of the contract were met and where a final certificate of completion has been issued or a final invoice paid and where the date on the certificate or payment instrument indicates the date of completion.
- (d) Complex Project: means construction or rehabilitation project in one location only (not multiple sites) that includes a minimum of three (3) of the following characteristics:
  - i. Public infrastructure (e.g. museum, airport, hospital, bridge, etc.);
  - ii. Constrained spatial environment (e.g. metropolitan area, limited land mass area, etc.);
  - iii. High security requirement of an entire facility (e.g. hospital, courthouse, laboratory, prison, industrial facility, chancery, etc.);
  - iv. Layers of circulation or technical programming (e.g. pedestrian impact, public transportation, local and centralized systems, multiple user groups, etc.); or
  - v. Process – government, crown corporations or public context (e.g. numerous approval bodies, ministerial or equivalent approval, etc.).
- (e) General Contractor: means a construction firm, or the main contractor responsible for providing construction services throughout the delivery of the project in accordance with the contract terms and conditions and also is responsible for the construction work.
- (f) Contract Security: means a performance bond (form [PWGSC-TPSGC 505, https://www.tpsgc-pwgsc.gc.ca/app-acq/forms/505-eng.html](https://www.tpsgc-pwgsc.gc.ca/app-acq/forms/505-eng.html)) and a labour and material payment bond (form [PWGSC-TPSGC 506, http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/506-eng.html](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/506-eng.html)) issued by a bonding or surety company approved by Canada.

## 2. Mandatory Technical Criteria

- (a) Each Response will be reviewed for compliance with the mandatory requirements of the RFQ. Any element of the RFQ that is identified specifically with the words “must,” “M” or “mandatory” is a mandatory requirement. Responses that do not comply with each and every mandatory requirement will be declared non-compliant and be disqualified.
- (b) The mandatory technical criteria are as follows:

### **M1 Insurance Capability**

The Respondent must demonstrate capability to obtain insurance by providing the following:

- 1. The Respondent must submit a letter or equivalent documentation from an insurance broker or insurance company licenced to operate in Canada, stating the Respondent is capable of providing commercial general liability insurance coverage for at least twenty million (\$20,000,000.00) Canadian dollars.

### **M2 Contract Security Capability**

The Respondent must demonstrate capability to obtain Contract Security by providing the following:

- 1. The Respondent must submit a letter or equivalent documentation from an acceptable bonding or surety company stating the Respondent is capable of providing Contract Security in accordance with the contract security conditions for bonds found in R2890D (06-21-2018) <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2890D/9>. See Treasury Board Appendix L, [Acceptable Bonding Companies](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494>), for bonding and surety companies approved by Canada.

### **M3 Complete and submit attached FORMS 2 TO 5 EXPERIENCE OF RESPONDENT (Corporate Experience),**

- 1. Complete and submit attached **FORMS 2 TO 5 EXPERIENCE OF RESPONDENT (Corporate Experience)**, ensuring that each project conforms to the requirements identified in Part A and Part B below.

### **Part A – Construction Projects Portfolio**

The Respondent must submit a Portfolio of three (3) projects, completed after January 1, 2010, in which the Respondent functioned in the role of the General or Prime Contractor for the entire period of the project. Each project must demonstrate, at a minimum, experience in the construction (including structural, mechanical, electrical and plumbing works) and interior finishing of buildings such as successfully completed BOMA (Building Owners and Managers Association) Class “A” or equivalent office buildings (defined as a prestigious building competing for premier office users using high quality standard finishes, state of the

art systems, exceptional accessibility and a definitive market presence), embassies, courthouses, prestigious public buildings, bank headquarters, **or projects of a similar function and scale** to the DFATD requirements. Should Respondents submit more than three (3) projects, only the three (3) projects with the latest completion dates will be evaluated.

- (a) Each project must have had a completed construction value equivalent to at least twelve million (CAD) \$12,000,000 Canadian dollars
- (b) Each project must have been completed either:
  - In Sri Lanka, or:
  - In a country other than that in which the headquarters of the Respondent is located, and not in North America.
- (c) At least two of the three (3) projects must include implementation of high security elements such as perimeter security, guardhouses, vehicle barriers, sally ports, access controls, electronic surveillance, etc. Such projects must each include at least two such security elements.
- (d) The Respondent must describe the project and explain how the project meets the minimum requirements of this Section 7.2 Part A.
- (e) The Respondent must list the names and current telephone numbers of Client(s), and Consultant(s), for reference purposes.
- (f) In this context "completed" means the achievement of 'substantial completion' or 'handover' of the project

#### **Part B – Complex Building Renovation Project**

The Respondent must identify one (1) complex building renovation project, completed after January 1, 2010, in which the Respondent functioned in the role of the General or Prime Contractor for the entire period of the project. The project must demonstrate experience in major structural renovation and include elements such as mechanical, electrical and plumbing works, repair or restoration of building envelope and interior finishes. Should Respondents submit more than one (1) project, only the project with the latest completion date will be evaluated.

- (a) In order to be considered "Complex" the project must have had a construction value equivalent to at least one million (CAD) \$1,000,000 Canadian dollar. The Respondent must describe the project and explain how the project meets the minimum requirements of this Section 7.2 Part B.
- (b) The Respondent must list the names and current telephone numbers of Client(s), and Consultant(s), for reference purposes.
- (c) In this context "completed" means achievement of 'substantial completion' or 'handover' of the project
- (d) The same project cannot be used for both this Part B and Part A above in the Respondent's submission as evidence supporting the experience of the Respondent.

### 3.3 Basis of Qualification

1. To be declared responsive, a Response must:
  - (a) comply with all requirements of the RFQ; and
  - (b) meet all mandatory criteria.
2. Responses not meeting (a) and (b) will be declared non-responsive.

### 3.4 Conduct of Evaluation

1. In conducting its evaluation of the Responses, Canada may, but will have no obligation, to do the following:
  - (a) Seek clarification or verification from Respondents regarding any or all information provided by them with respect to the RFQ.
  - (b) Contact any or all references supplied by Respondents to verify and validate any information submitted by them.

Respondents will have the number of days specified in the request by the Contracting Authority to comply with any request related to any of the above items. Failure to comply may result in the Response being declared non-compliant.

## **PART 4 – certifications and additional information**

### 4.1 General Information

1. Respondents must provide the following required certifications and additional information to be considered prequalified for Phase II RFP.
2. The certifications provided by Respondents to Canada are subject to verification by Canada at all times. Canada will declare a Response or subsequent Bid non-compliant if any certification made by the Respondent and/or Bidder is found to be untrue, whether made knowingly or unknowingly, during the RFQ or RFP evaluation period or the contract period.
3. The Contracting Authority will have the right to ask for additional information to verify the Respondent's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the Response or subsequent Bid non-compliant.

### 4.2 Certifications and Information Required with the Response to RFQ

1. Respondents must submit the following as part of their Response to RFQ:
  - (a) Integrity Provisions – Declaration of Convicted Offences. As applicable, under Article 2.15 Integrity Provisions, paragraph 5, the Respondent must provide with its Response, a completed Integrity Declaration Form, to be given further consideration in the procurement process.
2. Respondents should submit the following as part of their Response to RFQ:

- 
- (a) Form 1 - Identification of Respondent Form, duly executed. If Form 1 – Identification of Respondent is not completed and submitted with the Response, the Contracting Authority will inform the Respondent of a timeframe within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the timeframe provided will render the Response non-responsive.
  - (b) Complete list of each individual currently Directors of the Respondent, Form6 – Integrity Provisions List of Names. If Form 6 – Integrity Provisions List of Names has not been received by the time of the evaluation of Responses is completed, Canada will inform the Respondent of a time frame within which to provide the information. Failure to provide the form within the time frame specified will render the Response non-compliant and the Respondent will not proceed to Phase II RFQ.

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## **PART 5 – SECURITY**

### **5.1 Industrial Security Requirement**

1. There are no security requirements associated with this requirement.



## ANNEX A – PROJECT OVERVIEW

Her Majesty the Queen in right of Canada, represented by the Minister of Foreign Affairs (DFATD), is initiating a process to prequalify construction firms interested and capable of implementing new construction and building upgrades at the High Commission of Canada (HCC) in Colombo, Sri Lanka

This project may be of interest to medium to large-sized construction firms experienced in high quality complex new construction and interior fitouts of unique architectural projects such as embassies banks, courthouses and other finely detailed buildings located in South Asia or areas with similar environmental and socio-economic conditions. In addition to previous experience in working on such new buildings and interiors, this project will require special expertise and experience in integrating complex building renovation work with new construction.

### 1. OBJECTIVES

- 1.1 The objective of this construction project is to relocate the Chancery of the High Commission of Canada in Colombo, Sri Lanka. The new property is located at No.6 Gregory's Road in the Cinnamon Gardens area of Colombo, Sri Lanka and is designed as a highly specialized facility requiring a high level of technical expertise to construct. The program requirements for the new Chancery will include, but are not be limited to, a two storey addition of 2,000 sq.m. and renovation and major upgrade to the existing Oliver's Castle, a two storey 500 sq.m. structure (total gross floor area 2,500 sq. m.) for office space and associated amenities; a stand-alone guard house, secure perimeter installations, landscaping services, gardening, etc..
- 1.2 The construction will be executed to meet the requirements of the National Building Code of Canada and applicable Sri Lankan codes, whichever are the most stringent.
- 1.3 The Project is being delivered on a Design/Bid/Build basis.
- 1.4 The objective of this RQ Stage 1 – Prequalification (henceforth referenced as RQ Stage 1) is to prequalify companies with the necessary knowledge, skills and demonstrated experience in such projects to be invited to submit a Proposal pursuant to a subsequent RFP Stage 2 – Construction, which may be issued later.
- 1.5 The range of the planned upgrades includes, but is not limited to new construction and interior finishing of approximately 2,500 sq.m. of class A office space, as well as structural and finishing upgrades to an existing historic villa (Oliver's Castle) This includes significant ancillary elements such as perimeter security control, vehicular and pedestrian access control stations, exterior lighting, landscaping and CCTV etc.

### 2. REQUIRED RESOURCES

- 2.1 As in any major construction project, a full range of resources will be required in the implementation of this project, ranging from expertise in the relevant trades as required for by the technical drawings and specifications package (such as architectural, civil, mechanical, electrical, plumbing, CCTV, and telecommunications etc.), as well as for the overall successful management and contract administration of the project during all phases of construction, such as mobilization, interim and final completion, commissioning and hand-over, etc.
- 2.2 This construction project will also require access to the necessary tools and equipment, along with the required level of expertise in their use, to achieve quality construction. Other resources to ensure health and safety on site, cost management, time management, change management and quality control will be required.

### 3. ANTICIPATED PROJECT CONSTRAINTS

#### 3.1. Operational Construction During Construction

- 6.1.1 Given the location of the existing compound and the proximity of neighbours, the successful Contractor will be required to produce high quality work under logistically complex operating conditions. Within this context and in view of the HCC as an operating diplomatic mission, details regarding allowable working hours for the construction Contractor will be clarified during RFP Stage 2 – Construction, which would

be open only for firms prequalified in this (RQ Stage 1) selection process.

- 6.1.2 Given that some upgrades are focused along the exterior perimeter of the HCC compound, constraints exist related to allowing the free passage of pedestrians along adjacent public streets. Within this context, the Contractor eventually selected after RFP Stage 2 will be required to configure the perimeter hoarding to contain the construction zone and manage all construction activities in a safe and efficient manner. For the same reason, the Contractor will be required to operate under other operational constraints related to the secure storage of materials on and around the site.
- 6.1.3 Approvals from local Authorities Having Jurisdiction (AHJ) may be required in the execution of the eventual construction contract as some work may be required along the perimeter of the property, adjacent to the public realm. As a consequence, it is possible that arrangements with local stakeholders may be necessary for approvals by AHJ. The Contractor will provide required documentation at the request of the A&E Consultant.

ANNEX B – SECURITY REQUIREMENTS CHECKLIST (SRCL)



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

08915-200250

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
Global Affairs		AWPA	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail			
General Contractor Construction Contract - Relocation of the High Commission of Canada in Colombo. The scope includes: Full demolition of the existing Guard Hut, Relocation of site services and infrastructure; selective demolition; rehabilitation of the historic chancery façade; construct new two storey building addition at the back; new mechanical, electrical and life safety systems; new interior partitions and ceiling systems; new interior partitions; new Guard House complete with screening equipment; new vehicle Sally port; new perimeter wall; new intrusion alarm system; new CCTV security monitoring systems; IT equipment and related cabling; site Landscaping.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A <input type="checkbox"/>		NATO UNCLASSIFIED <input type="checkbox"/>	
PROTECTED B <input type="checkbox"/>		NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED C <input type="checkbox"/>		NATO RESTRICTED <input type="checkbox"/>	
CONFIDENTIAL <input type="checkbox"/>		NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
CONFIDENTIAL <input type="checkbox"/>		NATO CONFIDENTIAL <input type="checkbox"/>	
SECRET <input type="checkbox"/>		NATO CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>		COSMIC TOP SECRET <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>		COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>			
TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A <input type="checkbox"/>	
		PROTECTED B <input type="checkbox"/>	
		PROTECTED C <input type="checkbox"/>	
		CONFIDENTIAL <input type="checkbox"/>	
		CONFIDENTIAL <input type="checkbox"/>	
		SECRET <input type="checkbox"/>	
		SECRET <input type="checkbox"/>	
		TOP SECRET <input type="checkbox"/>	
		TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) <input type="checkbox"/>	
		TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Contract Number / Numéro du contrat

08915-200250

Security Classification / Classification de sécurité

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ     | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET – SIGINT<br>TRÈS SECRET – SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS       |   |   |  |

Special comments:

Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes  
Non Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

08915-200250

Security Classification / Classification de sécurité

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC			
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET TRÈS SECRET	TOP SECRET NATO DIFFUSION RESTREINTE	NATO RESTRICTED CONFIDENTIAL	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			TOP SECRET TRÈS SECRET
											A	B	C	
Information / Assets Renseignements / Biens														
Production														
IT Media / Support TI														
IT Link / Lien électronique														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

**FORM 1**

IDENTIFICATION OF RESPONDENT FORM		
<b>Respondent's full legal name</b> <i>[Note to Respondents: Respondents who are part of a corporate group should take care to identify the correct corporation(s) as the Respondent.]</i>		
<b>Respondent's Operating Name (if any):</b>		
<b>Authorized Representative of Respondent for evaluation purposes (e.g., clarifications)</b>	Name:	
	Title:	
	Address:	
	Telephone #:	
	Cell #:	
	Email:	
<b>Respondent's Procurement Business Number (PBN)</b> <i>[Note to Respondents: Please ensure that the PBN you provide matches the legal name under which you have submitted your Response. If it does not, the Respondent will be determined based on the legal name provided, not based on the PBN, and the Respondent will be required to submit the PBN that matches the legal name of the Respondent.]</i>		
<b>In the case of a joint venture, the following must also be completed:</b>  <b>Please Note:</b> If the contract is awarded to a joint venture, the joint venture will be requested to apply for a new Procurement Business Number (PBN).	Name of each member of the joint venture:	
	Role and expertise of each member of the joint venture:	
	Name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable:	
	Name of the joint venture, if applicable:	
<b>Signature of Authorized Representative of Respondent</b>		

**FORM 2 (Corporate Experience)**



**Part A – Construction Projects (1 of 3)**

Project Title:	Location:
Role in project: (must be General Contractor)	
	Cost at Completion: (must be at least CAD\$12,000,000)
	Completion Date: (must be after 01 January 2010)
Description:	
Explanation of how this project meets the Mandatory requirements of Section 7.2 part A	
Client Representative: Telephone: E-mail:	
Consultant: Telephone: E-mail:	

**FORM 3 (Corporate Experience)****Part A – Construction Projects (2 of 3)**

Project Title:	Location:
Role in project: (must be General Contractor)	
	Cost at Completion: (must be at least CAD\$12,000,000)
	Completion Date: (must be after 01 January 2010)
Description:	
Explanation of how this project meets the Mandatory requirements of Section 7.2 part A	
Client Representative: Telephone: E-mail:	
Consultant: Telephone: E-mail:	



## FORM 4 (Corporate Experience)

## Part A – Construction Projects (3 of 3)

Project Title:	Location:
Role in project: (must be General Contractor)	
	Cost at Completion: (must be at least CAD\$12,000,000)
	Completion Date: (must be after 01 January 2010)
Description:	
Explanation of how this project meets the Mandatory requirements of Section 7.2 part	
Client Representative: Telephone: E-mail:	
Consultant: Telephone: E-mail:	

**FORM 5 (Corporate Experience)****Part B – Complex Building Renovation Project (1 of 1)**

Project Title:	Location:
Role in project: (must be General Contractor)	
	Cost at Completion: (must be at least CAD \$1,000,000)
	Completion Date: (must be after 01 January 2010)
Description:	
Explanation of how this project meets the Mandatory requirements of Section 7.2 part B	
Client Representative:  Telephone:  E-mail:	Consultant:  Telephone:  E-mail:

