



ADDENDUM # 1

Date: March 17, 2021

Title: Real Estate Market Research and Ancillary Support Services (21-178266-AFRICAMIDEAST-DK)

The Department of Foreign Affairs, Trade and Development hereby amends, in accordance with this addendum the Request for Proposals (RFP) for the provision of cleaning services, bearing number 21-178266. 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. Page 11, Mandatory #1 – we understand that we are to submit 3 reports of similar works we have done for other clients. Due to confidentiality agreed with such clients, we will only be able to provide extracts of the reports and will have to redact all client sensitive information. Just as we would if, we were to use any works done for the DFATD in other proposals. Is this acceptable?

A1. Yes

Q2. Page 12, Point rated #1 – in our technical proposal, are we required to provide the market data for the countries of interest listed in the RFP?

A2. No. The bidder must bid and provide pricing for 13 of 22 locations to meet the minimum requirements.

Point Rated #1

Market Coverage (maximum 22 points)

Bidder should be able to supply market data for the cities listed in the Annex A - Statement of Work.

1 point per city

Minimum: 13 points

Maximum: 22 points



- Q3. Would the Crown please disclose if there is an incumbent doing this work and what the value of the current annual contract is?
- A3. There is no Standing Offer or Contract in place today for the Africa and the Middle East region. Reports are requested on an individual basis.
- Q4. Given the challenge of gathering local market real estate data, would the Crown consider experience with other market study feasibility reports that gather other types of local market financial data in the regions of Africa and the Middle East as valid experience. The skills required to gather this data at the local level are similar. If so, would the Crown adjust the scoring in Point Rated #2 to include reports with other financial metrics and not real estate specific elements?
- A4. The Crown does not want to adjust Point Rated #2.
- Q5. Page 12, Point rated #2: "Reports submitted to departments within the Government of Canada other than DFATD will be accepted providing the reports were done on private sector organizations and not on the Government of Canada itself." – are we to understand that if we submitted works to the DFTAD, we are not allowed to use those works as part of our proposal?
- A5. Please see Amendment 1 below for further explanation.
- Reports submitted to departments within the Government of Canada and DFATD will be accepted.
- Q6. In relation to Annex A - Statement of Work (SOW), and as a general comment on the real estate market research reports, it is our understanding that you are looking for data to assist with producing a strategy for decision-making relating to a potential relocation/acquisition in each market. As such you would be requiring a report with sufficient examples of available options (as well as the other data requirements) to reach an informed decision, and not a "full search" of all available options in the market. Could you confirm?
- A6. Yes, options are to be provided in the report. A comprehensive search of available options is required.
- Q7. Referencing the schedule of locations and asset types would you be issuing instructions to proceed per location or per asset. For example, for Addis Ababa, should we assume that you will issue instructions for the Chancery, Official Residence and Residential assets simultaneously (in which case we can deliver them together and at a cheaper cost), or might you issue instructions for the Chancery only, for example, and then the Official Residence nine months later, et cetera.
- A7. All reports should be priced individually as there is no guarantee that they will be conducted simultaneously.



- Q8. Also in Annex A - Statement of Work (SOW), 4.) Deliverables references a two stage process with “one call-up and two different payments“. However, in Annex B - Basis of Payment the schedule is based on “pricing per report“ and there is a box provided suggesting one payment. Are we being asked to provide a price in that box for the first stage only, or both stages, and if the latter how would you apportion the “two different payments“.
- A8. For bidding purposes 1 bid per location.
- Please see Amendment 3 below for further explanation.

AMENDMENT TO THE RFP

1. In Part 4 – Point-Rated Technical Criteria

DELETE:

4.4.2 Reports submitted to departments within the Government of Canada other than DFATD will be accepted providing the reports were done on private sector organizations and not on the Government of Canada itself.

INSERT:

4.4.2 Reports submitted to departments within the Government of Canada and DFATD will be accepted.

2. On Page 1 of the RFP, in section "Proposal Delivery"

DELETE:

In order for the proposal to be valid and accepted, it must be received no later than 14:00 Central European Time on March 24, 2021 referred to as the “Closing Date”.

INSERT:

In order for the proposal to be valid and accepted, it must be received no later than 14:00 Eastern Daylight Time on April 14, 2021 referred to as the “Closing Date”.

3. In PART 5 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

DELETE:

5.21.2 Method of Payment – Single Payment per Report



Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

INSERT:

5.21.2 Method of Payment – Milestone Payments.

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. An accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instruction provided in the contract;
- b. All such documents have been verified by Canada;
- c. The Work delivered has been accepted by Canada.

4. IN ANNEX “B” - BASIS OF PAYMENT

DELETE:

Firm Price Per Report

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid on a per report basis as per below for a total not to exceed \$ (inserted at Contract award). Any Applicable Tax is extra.

B1. The contractor will be per report in United States Dollar (USD) that include all costs necessary to perform the work. Any applicable taxes are extra.

B2. The total estimated usage of reports is provided in good faith and does not represent a commitment on the part of Canada. Canada's actual usage may be higher or lower.

B3. All prices quoted will be held flat for all two (2) years of the contract. If Canada exercises the option period, then the quoted prices may be subject to minor increases upon approval from the Contracting Authority.

INSERT:

B1. The Contractor will be paid Milestone payments in accordance with the Schedule of Milestones detailed below. The same table is in the Excel document, 21-178266-AFRICAMIDEAST-DK-PricingSchedule. All rates must be quoted in Canadian dollars and include all costs necessary to perform the work. Taxes are not included. Canada will be



invoiced according to these rates. The rates will be enforced throughout the entire Contract, and will not be subject to future negotiation. Rates will not be changed if the statement of work is misinterpreted.

Schedule of Milestones:

Milestone	Work Description	Milestone Price Percentage	Milestone Payment
1	Stage 1 – Real Estate Market Research	80%	80% x Price per location
2	Stage 2 – Ancillary Support Services	20%	20% x Price per location

Full milestone details and work descriptions are in Annex “A” – Statement of Work.

The Contractor will receive payment for Milestone 1 once Stage One is complete.

The Contractor will receive payment for Milestone 2 once Stage Two is complete.

- B2.** Travel and living expenses will **NOT** be paid for any part of the Contract, including transportation costs to and from the place of duty, or any relocation necessary to satisfy the conditions of the Contract.
- B3.** The contractor will be per report in United States Dollar (USD) that include all costs necessary to perform the work. Any applicable taxes are extra.
- B4.** The total estimated usage of reports is provided in good faith and does not represent a commitment on the part of Canada. Canada’s actual usage may be higher or lower.
- B5.** All prices quoted will be held flat for all two (2) years of the contract. If Canada exercises the option period, then the quoted prices may be subject to minor increases upon approval from the Contracting Authority.
- B6. Milestone 1 Prices:**
TO BE INSERTED UPON CONTRACT AWARD – CANADA WILL USE THE RATES PROPOSED BY THE BIDDER IN THEIR PRICING SCHEDULE
- B7. Milestone 2 Prices:**
TO BE INSERTED UPON CONTRACT AWARD – CANADA WILL USE THE RATES PROPOSED BY THE BIDDER IN THEIR PRICING SCHEDULE

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED