



ADDENDUM # 1

Date: May 11th, 2021

Title: General Service resource requirement for office cleaning and other manual tasks at the Embassy of Canada to Jordan, in Amman.

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 21-178876. 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 modifications 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.** What is the number of floors in the embassy building?
- A1.** See below amendment to the RFP at: **2. BACKGROUND**
- Q2.** What is the type of floors (Marble, Tiles, Parquet, Cement !!!) plus the floor size of each type if possible?
- A2.** Marble (15%-20%) and ceramic tiles (80%-85%). It is a building of 3765 square meters (m²)
- Q3.** Is there access to clean the exterior windows, or do we need a special team with harness to clean the facades?
- A3.** No you don't need a special team with harnesses. The Mission is equipped with an aerial lift for the outside windows.
- Q4.** At Part 2 paragraph 2.2.2 NOTE: It is strongly recommended that Bidders visit the above site to better understand these clauses and conditions.
- Is there any chance to visit the site based on the upper note? Can you please advise appropriate time and date?
- A4.** See below amendment to the RFP in: **2.2 REFERENCE CLAUSES**
- Q5.** At 5.3.1 (b), All cleaning materials and supplies necessary to perform the work
- We need to be sure regarding that Toilet consumables are excluded in our bid?
 - We need to be sure regarding that Cleaning consumables, tools and machines related to the service are included in our bid?
- A5.** It is indicated in the Statement of Work at:



AT 5.3 WORKSITE EQUIPEMENT, TOOLS, MATERIAL AND SUPPLIES

5.3.1 PROVIDED BY THE MISSION

(a) Equipment and Tools

All cleaning equipment and tools necessary to perform the work at the Mission's properties.

(b) Materials and Supplies

All cleaning materials and supplies necessary to perform the work at the Mission's properties

(c) Facilities and Services

The Contractor's resources will have access to their personal lockers, special rest room for their team and bottled drinking water.

Q6. I would like to inquire whether there is a minimum salary for a worker?

A6. See below amendment to the RFP in: **7. CONSTRAINTS**

AMENDMENT TO THE RFP

1. At Part 2- BIDDERS INSTRUCTIONS

2.2 REFERENCE CLAUSES

DELETE:

2.2.2 This procurement document contains references to specific standard instructions, general conditions and clauses found in the SACC Manual which will apply to this particular requirement. Reference clauses are those clauses and conditions that Bidders and suppliers must refer to in the government Standard Acquisition Clauses and Conditions (SACC) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) to obtain the full text. Clause references will include the clause ID number, its effective date and its title (e.g. ID B1204C (2011-05-16)).

In cases where the reference clause(s) has been modified or deleted to suit this procurement, such change(s) have been identified in this document.

NOTE: It is strongly recommended that Bidders visit the above site to better understand these clauses and conditions.

INSERT:

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2. At Annex A – **STATEMENT OF WORK** for the Request for Proposal (RFP)

DELETE:

3. BACKGROUND

The Department of Foreign Affairs, Trade and Development (DFATD) consist in a network of 178 Diplomatic and Consular Missions located in 112 Countries. The Mission in Amman, Jordan requires the services of unskilled labour resources for cleaning and other manual tasks for their following properties:

- The Embassy of Canada to Jordan, also known as the “Chancery”, is located at 133 Zahran Street in Amman, Jordan. The Embassy is the main location where most of the work will be completed. It is a building of 3765 square meters (m²) that houses some public and restricted areas, office spaces, boardrooms, washrooms, outdoor parking area, showers, a training facility and 3 small buildings.
- The Canadian Official Residence (OR) is located at 26 Princess Alia, Sweifeh in Amman, Jordan. The OR has approximately 551 square meters (m²) of living space such as bedrooms, living and dining rooms, kitchens, bathrooms and a small garden that serve as the Canadian Ambassador’s residence.
- There are currently 40 Staff Quarters (SQs) that are used as temporary housing for Mission Staff and they are all located within a 5-Kilometer radius of the Embassy. The quantities of these types of properties may fluctuate from time to time especially during the employee’s relocation season that take place each year during the summer months.

The current inventory consists of the following:

- 5-bedroom units: 4;
- 4-bedroom units: 26; and,
- 3-bedroom units: 10.

INSERT:

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- The Embassy of Canada to Jordan, also known as the “Chancery”, is located at 133 Zahran Street in Amman, Jordan. The Embassy is the main location where most of the work will be completed. It is a 4 storey building of 3765 square meters (m²) that houses some public and restricted areas, office spaces, boardrooms, washrooms, outdoor parking area, showers, a training facility and 3 small buildings.
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DELETE:

7. CONSTRAINTS

The Mission in Amman Jordan follow a strict Government Smoking Policy as to; Where the performance of work requires the presence of the Contractor's personnel on government premises, the Contractor shall ensure that its personnel shall comply with the policy of the Government of Canada, which prohibits smoking on any government premises.

INSERT:

7. CONSTRAINTS

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The contractor must pay each of its employees assigned to perform the work the equivalent of a minimum of 400 Jordanian dinars (JOD) per month for the duration of the contract.

Canada reserve the right to perform verification as required.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED