



CANADA'S REPRESENTATIVE
NATALIHA LIU
MISSION PROCUREMENT – AAO
125 SUSSEX DRIVE
OTTAWA, ONTARIO
CANADA, K1A 0G2

REQUEST FOR STANDING OFFER (RFSO)

PERFORMANCE OF THE WORK DESCRIBED IN THE STATEMENT OF WORK AS PER THE TERMS AND CONDITIONS OF THE DRAFT CONTRACT/ARTICLES OF AGREEMENT.

TITLE Russian and English Language Training Services for the Embassy of Canada in Moscow, Russia	
SOLICITATION NO. 20-190609-MOSCO-NL	DATE June 2 , 2021
PROPOSAL DELIVERY In order for the proposal to be valid, it must be received no later than 14:00 EDT (Eastern Daylight Time) on July 2, 2021 referred to as the "Closing Date". Only electronic copies will be accepted and received at the following email address: internationalproposals@international.gc.ca Attention: NATALIHA LIU Solicitation #: 20-190609-MOSCO-NL Offerors s should ensure that their name, address, Closing Date, and solicitation number are clearly marked in the email subject/title.	
VENDOR/FIRM NAME AND ADDRESS Name : Telephone Number: Email Address : Address :	
OFFER TO: FOREIGN AFFAIRS, TRADE AND DEVELOPMENT CANADA WE HEREBY OFFER TO SELL TO HER MAJESTY THE QUEEN IN RIGHT OF CANADA, IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET OUT HEREIN, REFERRED TO HEREIN OR ATTACHED HERETO, THE GOODS AND SERVICES LISTED HEREIN AND ON ANY ATTACHED SHEETS AT THE PRICE(S) SET OUT THEREFOR.	
NAME AND TITLE OF PERSON AUTHORIZED TO SIGN ON BEHALF OF THE SUPPLIER.	
_____ Name	
_____ Title	
_____ Signature	_____ Date



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PART 1- GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offer is divided into five (5) parts plus attachments and appendices, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Offeror Instructions: provides the instructions, clauses, and, conditions applicable to the RFSO;

Part 3 Offeror Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the offer, and the basis of selection;

Part 5 5A, Standing Offer, and 5B, Resulting Contract Clauses

5A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

5B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work (Appendix A), the Basis of Payment (Appendix B), an Example of the Call-Up Document (Appendix C), Certifications (Appendix D), Security Requirements Checklist SRCL (Appendix E).

1.2 Summary

1.2.1 The successful Offeror will provide Russian and English Language Training Services for DFATD in Moscow, Russia, as described in the Statement of Work (Annex A). DFATD has the intention of awarding a Standing Offer to the top ranked Offeror as determined by the evaluation criteria. The Standing Offer as a result of this Request for Standing Offers will remain in force for three (3) years. Canada will have the irrevocable option to extend the duration of the standing offer for two (2) additional periods of one (1) year under the same terms and conditions.

1.2.2 The requirement may be subject to the provisions of the:

- a) Canada - Chile Free Trade Agreement (CCFTA);
- b) Canada - Columbia Free Trade Agreement;
- c) Canada - Honduras Free Trade Agreement;
- d) Canada - Korea Free Trade Agreement (CKFTA);
- e) Canada - Panama Free Trade Agreement;
- f) Canada - Peru Free Trade Agreement (CPFTA);
- g) Canadian Free Trade Agreement (CFTA).



1.3 DEBRIEFINGS

Offerors may request a debriefing on the results of the request for Standing Offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for Standing Offers process. The debriefing may be in writing, by telephone or in person.



PART 2 - OFFERORS INSTRUCTIONS

2.1 Language of Offer

Offer documents and supporting information must be submitted in either English or French.

2.2 Reference Clauses

2.2.1 Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the offer solicitation and accept the clauses and conditions of the resulting tender.

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 Offerors 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.

It is strongly recommended that Offerors visit the site to better understand the clauses and conditions.

2.3 Standard Instructions

2.3.1 The [2006](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/24) (2020-05-28) *Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/24>), are incorporated by reference into and form part of the offers solicitation.

2.3.2 Except in the case of “PWGSC’s Integrity Database”, where referred to, the words “Public Works and Government Services Canada” or “PWGSC” are to be substituted to read “***Foreign Affairs, Trade and Development Canada***” or “***DFATD***”; **all references to facsimile number of “819-997-9776” are deleted**; all references to “**Canada Post epost Connect service**” are deleted; and the words “Contracting Authority” are to be substituted to read “***Canada’s Representative***”.

2.3.3 Subsection 02 (2020-05-28) Procurement Business Number

This subsection is deleted in its entirety

2.3.4 **Subsection 05 (2018-05-22) Submission of Offers**, paragraph 4 is amended as follows:

DELETE: sixty (60)

INSERT: one hundred and twenty

2.3.5 Subsection 06 (2018-05-22) Late Offers

This subsection is deleted in its entirety and is hereby replaced by the following:



Offers received after the stipulated closing date and time will be:

- a) returned to the Offeror in the case where hard copies were requested; or
- b) deleted / destroyed where soft copies were requested, unless they qualify under the provisions of the Delayed Offers clause stipulated in 2.3.6.

2.3.6 Subsection 07 (2018-05-22) Delayed Offers

This subsection is deleted in its entirety and is hereby replaced by the following:

An offer received after the closing date and time, but before the contract award date may be considered, provided the delay can be proven by the Offeror to have been due solely to a delay in delivery that can be attributed to incorrect handling by Canada, after the offer has been received at the location stipulated on page one.

2.3.7 Subsection 08 (2019-03-04) Transmission by Facsimile or by epost connect

This subsection is deleted in its entirety and does not form part of the RFSO. Canada does not accept receipt of offer by means of a facsimile or by epost Connect service.

2.4 Submission of Offers

2.4.1 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 Policy on Green Procurement (<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/1/60/1>).

2.4.2 Offers must be received by DFATD at the address identified, by the date and time on page 1 of the solicitation. Offers should NOT be sent directly to Canada's Representative. Canada will not be responsible for offers delivered to a different address. Offers sent directly to Canada's Representative may not be considered.

2.4.3 Attachments should be in a Portable Document Format (.pdf) software application.

Offerors should follow the specifications format instructions described below, during the preparation of their offer:

- a) Minimum type face of 10 points;
- b) All material should be formatted to print on 8.5" x 11" or A4 paper;
- c) For clarity and comparative evaluation, the Offeror should respond using the same subject headings and numbering structure as in this RFSO document.

More than one e-mail can be sent if necessary (if the same file is sent twice, the latest file received will be used for evaluation purposes and the previous one(s) will not be opened).

Canada will take no responsibility if a proposal is not received on time because the e-mail was refused by a server for the following reasons:

- a) The size of attachments exceeds 10 MB;
- b) The e-mail was rejected or put in quarantine because it contains executable code (including macros);



- c) The e-mail was rejected or put in quarantine because it contains files that are not accepted by our server, such as, but not limited to, .rar, encrypted .zip, encrypted .pdf, .exe., etc.

Links to an online storage service (such as Google Drive™, Dropbox™, etc.) or to another website, a File Transfer Protocol (FTP) service access, or any other mean of transferring files, **will not** be accepted. All documents submitted must be attached to the e-mail.

It is strongly recommended that Offerors confirm with Canada's Representative that their complete offer was received. For this same reason, it is recommended that in cases where more than one e-mail containing documents comprising the offer is submitted, the emails be numbered and the total number of emails sent in response to the solicitation also be identified.

2.4.4 Canada requires that each offer, at closing date, be signed by the Offeror or by an authorized representative of the Offeror. If any required signature(s) are not submitted as requested, Canada's Representative may inform the Offeror of a time frame within which to provide the signature(s). Failure to comply with the request of Canada's Representative and to provide the signature(s) within the time frame provided may render the offer non-complaint. If an offer is submitted by a joint venture, it must be in accordance with section 17 Joint Venture, of [2006](#) (2020-05-28) *Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements*.

2.4.5 It is the Offeror's responsibility to:

- a) obtain clarification of the requirements contained in the RFSO, if necessary, before submitting an offer;
- b) prepare their offer in accordance with the instructions contained in the RFSO;
- c) submit by closing date and time a complete offer;
- d) send their offer only to the address specified on page 1 of the RFSO;
- e) ensure that the Offeror's name, and the RFSO number are clearly visible on the attachment(s) containing the offer; and,
- f) provide a comprehensible and sufficiently detailed offer, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RFSO.

2.4.6 Offers received on or before the stipulated RFSO closing date and time will become the property of Canada. This includes offers from unsuccessful Offerors. All offers will be treated as confidential, subject to the provisions of the Access to Information Act (R.S. 1985, c. A-1) and the Privacy Act (R.S., 1985, c. P-21), and other applicable law.

2.4.7 Unless specified otherwise in the RFSO, Canada will evaluate only the documentation provided with an Offeror's offer. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the offer.

2.4.8 An offer cannot be assigned or transferred in whole or in part.



2.5 Communications, Enquiries, Suggested Improvements

- 2.5.1** All enquiries and suggested improvements must be submitted in writing only at internationalproposals@international.gc.ca no later than five calendar days before the solicitation closing date. Enquiries and suggestions received after that time may not be answered.
- 2.5.2** Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Offeror do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.
- 2.5.3** Should any Offeror consider that the specifications or Statement of Work contained in this RFSO and Draft Contract can be improved, the Offeror is invited to make suggestions in writing. The Offeror must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Offeror will be given consideration. Canada reserves the right to accept or reject any or all suggestions.

2.6 Applicable Laws

Any resulting contract will be interpreted and governed, and the relations between parties determined by the laws in force in Ontario, Canada.

2.7 Challenges

The Canadian International Trade Tribunal (CITT) was established by the Government of Canada to provide a challenge mechanism for suppliers to raise complaints regarding the solicitation or evaluation of offers, or in the awarding of contracts on a designated procurement, in accordance with applicable Trade Agreements. You may raise concerns regarding the solicitation, evaluation or the resulting award, with the DFATD representative in a first attempt to address the concern or if not satisfied, with the CITT by contacting them toll free by telephone at 855-307-2488, or by visiting their website at <http://www.citt.gc.ca/>.

2.8 No Promotion of Offeror's Interest

Offerors will not make any public comment, respond to questions in a public forum or carry out any activities to publicly promote or advertise their interest in this Project.

2.9 Legal Capacity

The Offeror must have the legal capacity to contract. If the Offeror is a sole proprietorship, a partnership or a corporate body, the Offeror must provide, if requested by Canada's Representative, a statement and any requested supporting documentation indicating the laws



under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Offerors submitting a proposal as a joint venture.

2.10 Incapacity to contract with government

By submitting an offer, the Offeror certifies that neither the Offeror nor any of the Offeror's affiliates has ever been convicted of an offence under any of the following provisions. Canada may reject a proposal where the Offeror, including the Offeror's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:

- a) paragraph 80(1)(d) (*False entry, certificate or return*), subsection 80(2) (*Fraud against Her Majesty*) or section 154.01 (*Fraud against Her Majesty*) of the [Financial Administration Act](#), or
- b) section 121 (*Frauds on the government and Offeror subscribing to election fund*), section 124 (*Selling or Purchasing Office*), section 380 (*Fraud*) for fraud committed against Her Majesty or section 418 (*Selling defective stores to Her Majesty*) of the [Criminal Code](#) of Canada, or
- c) section 462.31 (*Laundering proceeds of crime*) or
- d) sections 467.11 to 467.13 (*Participation in activities of criminal organization*) of the [Criminal Code](#) of Canada, or section 45 (*Conspiracies, agreements or arrangements between competitors*), 46 (*Foreign directives*) 47 (*Bid rigging*), 49 (*Agreements or arrangements of federal financial institutions*), 52 (*False or misleading representation*), 53 (*Deceptive notice of winning a prize*) under the [Competition Act](#), or
- e) section 239 (*False or deceptive statements*) of the [Income Tax Act](#), or
- f) section 327 (*False or deceptive statements*) of the [Excise Tax Act](#), or
- g) section 3 (*Bribing a foreign public official*) of the [Corruption of Foreign Public Officials Act](#), or
- h) section 5 (*Trafficking in substance*), section 6 (*Importing and exporting*), or section 7 (*Production of substance*) of the [Controlled Drugs and Substance Act](#), or
- i) any provision under any law other than Canadian law having a similar effect to the above- listed provision.



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separate PDF files or Microsoft office (version 2003 or newer) as follows:

- Section I: Technical Proposal (one copy by email submission)
- Section II: Financial Proposal (one copy by email submission)
- Section III: Certifications (one copy by email submission)

Please note: offers may only be modified or resubmitted **before** the solicitation closing date, any changes must be done in writing. The latest offer received will supersede any previously received offers.

3.2 Technical Offer instructions

Section I: to be labeled “**Technical Offer**”:

In their Technical Offer, Offerors should demonstrate their understanding of the requirements contained in the offers solicitation and explain how they will meet these requirements. Offerors should demonstrate their capability for carrying out the work in a thorough, concise, and, clear manner. Offerors should respond to each of the evaluation criteria against which the offer will be evaluated. Simply repeating the statement contained in the solicitation is not sufficient. In order to facilitate the evaluation of the offer, Canada requests that Offerors address and present topics in the order of the evaluation criteria under the same headings.

3.3 Financial Offer Instructions

Section II: to be labeled “**Financial Offer**”:

Offerors must submit their Financial Proposal in accordance with Annex B the Basis of Payment. Prices should appear in Annex B the Basis of Payment only and should not be indicated in any other section of the proposal. Failure to comply may result in the proposal being declared non-compliant and rejected from further consideration. All the information required in the Financial Proposal must appear in a separate document and should be identified as the Financial Proposal. Financial Proposals will only be opened after the evaluation of the Technical Proposal is completed. **Estimates provided in Annex B, Basis of Payment, are strictly for evaluation purposes and are not a guarantee under the contract.**

3.4. FIRM HOURLY RATES

3.4.1 Offerors must quote Hourly Rates in RUB. The Hourly Rates must include all costs resulting from the performance of the Work as described in this RFSO, all costs resulting from the performance of any additional Work described in the Offeror’s Proposal (unless clearly described as an option).

3.4.2 The Offeror will not be reimbursed for travel and living expenses incurred in the performance of the Work.

3.4.3 All payments will be made according to Annex B: Basis of Payment.



3.5 Certifications

Section III: to be labeled “**Certifications**”:

Offerors should sign and submit the certifications and additional information listed in Appendix “D” Certifications with the offer but they may be submitted afterwards if requested by the Contracting Authority. Offeror must sign Appendix “D” Certifications to be awarded a contract.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation and Selection

- 4.1.1 Offers will be assessed in accordance with the entire requirement of the Request for Standing Offer including the technical and financial evaluation criteria.
- 4.1.2 An evaluation team composed of representatives of Canada will evaluate the offers.
- 4.1.3 If the Offeror is deemed to be non-responsive / non-compliant *at any time during the below two (2) stages of evaluation, the technical stage or the financial stage*, the offer will be set aside and given no further consideration.

4.2 Basis of Selection

All responsive Standing Offers will be considered.

To be considered responsive, offers must meet the following:

- a) comply with all the requirements of the Request for Standing Offer (RFSO);
- b) meet all the mandatory technical evaluation criteria; and,
- c) obtain the required minimum of 70 points overall for the technical evaluation criteria out of a possible 100 points.

Offers not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. Responsive offers will be ranked based upon which offer has the lowest evaluated price per point.

The lowest evaluated price per point will be determined by dividing the proposed total price of the initial contract, including options to extend, by the total technical score, to establish the lowest evaluated price per point.

THE FOLLOWING TABLE IS FOR ILLUSTRATIVE PURPOSES ONLY

Offeror	Quoted Price Excluding Taxes	Total Technical Points	Cost per Point
Offeror 1	\$75,000.00	78	961.54 per point
Offeror 2	\$92,000.00	83	1,108.44 per point
*Offeror 3	\$81,000.00	88	920.46 per point

*In the above scenario, Offeror 3 would be declared the successful Offeror.



4.3 Technical Evaluation Criteria

4.3.1 Evaluation Grid

<u>Criterion</u>	<u>Title</u>	<u>Rating Scale</u>	
M1 Location	Mandatory 1 Physical location in Russia, Moscow	PASS or FAIL	
M2 Experience	Mandatory 2 Experience in Russian language training	PASS or FAIL	
M3 Experience	Mandatory 3 Experience in English language training	PASS or FAIL	
PR 1 Course Content and Planning	PR 1.1 Group Course Content	12	
	PR 1.2 Individual Course Content	12	
	PR 1.3 Class Planning	12	
	PR 1.4 Resources	4	
PR 2 Student Assessment, Evaluation and Development	PR 2.1 Student Assessment, Evaluation and Development	20	
PR 3 Corporate Experience	PR 3.1 Corporate Experience	15	
PR 4 Training Facility	PR 4.1 Training Facility	25	
TOTAL		100	100%
MINIMUM POINTS REQUIRED		70	70%



4.3.2 Mandatory Technical Criteria

The offer must meet the following mandatory technical criteria. The Offeror must provide the necessary documentation to demonstrate compliance with this requirement. Offers that do not meet the mandatory technical criteria will be considered non-responsive. Each mandatory technical criterion should be addressed separately.

#	Mandatory Technical Criteria	Page # reference to Offeror's Offer	Met (Yes / No)
MT1	<p>The Offeror must have a physical location in Russia, Moscow to provide the training. To demonstrate compliance with this mandatory the Offeror must provide:</p> <p>a) The address of the location where training will be provided.</p>		
MT2	<p>The Offeror must demonstrate a minimum of three years of experience within five years of the Closing Date providing Russian language training to adults in Russia.</p> <p>To facilitate evaluation, the Offeror should provide:</p> <p>a) Name of the organization that training was provided to;</p> <p>b) Location of the work (city, country);</p> <p>c) Start and end dates of the training.</p>		
MT3	<p>The Offeror must demonstrate a minimum of three years of experience within five years of the Closing Date providing English language training to adults in Russia.</p> <p>To facilitate evaluation, the Offeror should provide:</p> <p>a) Name of the organization;</p> <p>b) Location of the work (city, country);</p> <p>c) Start and end dates of the training.</p>		



4.3.3 Point-Rated Technical Criteria (Maximum 100 points)

Each point rated technical criterion should be addressed separately. Offers having successfully met ALL of the mandatory criteria will be evaluated and point-rated against the criteria listed below. Offers must receive a minimum overall technical score of 70 points (70%) in order to be further evaluated on the basis of their financial proposal. Offers which fail to obtain the required minimum number of points specified will be declared non-responsive.

PR 1 Course Content and Planning (up to 40 points)

Offerors are required to submit examples of the various group and individual English and Russian language courses that they provide. The examples will be used to evaluate PR1.1, PR 1.2, PR 1.3 and PR 1.4, the examples should include:

- a) Name of the course;
- b) Proficiency level of the course (beginner (A1-A2), intermediate (B1-B2) or advanced (C1-C2) all levels refer to the Common European Framework for Languages (CEFR) published by the Council of Europe;
- c) Short description of the course (including learning technique and tools);
- d) Number of teachers with 3 or more years of experience available to provide each course and the teachers' resumes.

PR 1.1 Group Course Content (up to 12 points)

Intent: Evaluate the content of each Offeror's group courses (defined as a course with between 4 and 6 participants) in both Russian and English. Offerors will be provided with 2 points for each group course:

Offeror demonstrated that they can provide at least one group course in Russian at the beginner proficiency level (A1-A2).	2
Offeror demonstrated that they can provide at least one group course in Russian at the intermediate proficiency level (B1-B2).	2
Offeror demonstrated that they can provide at least one group course in Russian at the advanced proficiency level (C1-C2).	2
Offeror demonstrated that they can provide at least one group course in English at the beginner proficiency level (A1-A2).	2
Offeror demonstrated that they can provide at least one group course in English at the intermediate proficiency level (B1-B2).	2
Offeror demonstrated that they can provide at least one group course in English at the advanced proficiency level (C1-C2).	2



PR 1.2 Individual Course Content (up to 12 points)

Intent: The Offeror should provide details on their individual course content at each proficiency level. This should include:

- a) A description of individual course content in Russian language training at the beginner proficiency level (A1-A2);
- b) A description of individual course content in Russian language training at the intermediate proficiency level (B1-B2);
- c) A description of individual course content in Russian language training at the advanced proficiency level (C1-C2);
- d) A description of individual course content in English language training at the beginner proficiency level (A1-A2);
- e) A description of individual course content in English language training at the intermediate proficiency level (B1-B2);
- f) A description of individual course content in English language training at the advanced proficiency level (C1-C2).

The response includes very limited or no information regarding the Offeror’s Individual Course Content.	0
The response includes some information; however, a substantial amount of information is missing.	3
The response includes most of the information required to meet the minimum requirements, however, there are weaknesses.	6
The response meets the minimum requirements and contains no significant weaknesses.	9
The response has demonstrated how the Offeror will meet the requirements. The response contains value added elements and demonstrates a complete and thorough understanding of the requirements.	12

PR 1.3 Class Planning (up to 12 points)

Intent: Evaluate the availability of resources to provide training. Offerors must provide separate resources for each course (up to 12 points). Evaluators select all that apply.

Offeror has demonstrated that they have at least two (2) teachers in Russian with two (2) or more years of experience available at the beginner proficiency level (A1-A2).	2
Offeror has demonstrated that they have at least two (2) teachers in Russian with two (2) or more years of experience available at the intermediate proficiency level (B1-B2).	2
Offeror has demonstrated that they have at least two (2) teachers in Russian with two (2) or more years of experience available at the advanced proficiency level (C1-C2).	2
Offeror has demonstrated that they have at least two (2) teachers in English with two (2) or more years of experience available at the beginner proficiency level (A1-A2).	2
Offeror has demonstrated that they have at least two (2) teachers in English with two (2) or more years of experience available at the intermediate proficiency level (B1-B2).	2
Offeror has demonstrated that they have at least two (2) teachers in English with two (2) or more years of experience available at the advanced proficiency level (C1-C2).	2



PR 1.4 Resources (up to 4 points)

Intent: Evaluate the availability of resources to provide training.

Offeror has not demonstrated that they have at least one native English speaking teacher.	0
Offeror has demonstrated that they have at least one native English speaking teacher.	4

PR 2 Student Assessment, Evaluation and Development (up to 20 points)

PR 2.1 Student Assessment, Evaluation and Development

Offerors are to provide an example of how they will assess, evaluate and develop student’s English and Russian language skills.

Examples will be used to evaluate PR2 and must include:

- a) Assessment of the students (how Offeror will determine a student’s level i.e. beginner, intermediate or advanced);
- b) Evaluation (how Offeror will evaluate whether a student has met the learning objectives of a course);
- c) Develop (how Offeror will create an individual plan and track the development of each student as they progress through training).

The response did not demonstrate how the Offeror will meet the requirements.	0
The response includes most of the information required to meet the minimum requirements, however, there are weaknesses.	10
The response meets the minimum requirements and contains no significant weaknesses.	15
The response has demonstrated how the Offeror will meet the requirements. The response contains value added elements and demonstrates a complete and thorough understanding of the requirement.	20

PR 3 Corporate Experience (up to 15 points)

PR 3.1 Corporate Experience

Intent: Evaluate the Offerors recent corporate experience (within ten years of the Closing Date) providing Russian and English language training to adults in Russia to organizations of a similar size and scope, to that outlined in the Statement of Work (Annex A). Organizations of a similar size and scope refer to other diplomatic missions, NGOs, UN organizations and other similar international organizations.

To facilitate evaluation, information on specific references must include:

- a) Name of the organization
- b) Location of the work (city, country);
- c) Start and end dates of the contract;
- d) Number of students covered by the contract.



Offeror demonstrates 4 years of experience providing Russian or English language training to adults in Russia within the past 5 years	5
Offeror demonstrates 5 years of experience providing Russian or English language training to adults in Russia	10
Offeror demonstrates 6 years or more of experience providing Russian or English language training to adults in Russia	15

PR 4 Training Facility (25 points)

PR 4.1 Training Facility

The Offeror should describe the training facilities and demonstrate how they meet the requirements set out in Annex “A”. Statement of Work, this should include:

- a) A description of the classrooms; this should include information regarding the Offeror’s ability to offer comfortable learning rooms that are climate controlled with appropriate seating and tables. In addition, the response should include the Offeror’s ability to provide the necessary supplies (Pencils, paper, and staple) and training materials (PowerPoints, PDF’s, ect.). Offeror should submit a detailed description of the classrooms;
- b) A description of the IT and WIFI within the facility; this should include a description of any video/audio equipment available in classrooms as well as the availability and quality of the internet in the facility;
- c) A description of all washroom facilities including but not limited to cleaning schedule, presence of climate control, and availability of hand cleaning stations;
- d) A description of how the Offeror will mitigate COVID-19 risks.

The response includes no information or very limited information.	0
The response includes most of the information required to meet the minimum requirements, however, there are weaknesses.	15
The response meets the minimum requirements and contains no significant weaknesses.	20
The response has demonstrated how the Offeror will meet the requirements. The response contains value added elements and demonstrates a complete and thorough understanding of the requirement.	25



PART 5 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

5A Standing Offer

5.1 Offer

The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

5.2 STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> issued by Public Works and Government Services Canada.

General Conditions

[General Conditions 2005 \(2017-06-21\) General Conditions – Standing Offers – Goods or Services](#), apply to and form part of the Standing Offer.

5.3 TERM OF THE STANDING OFFER

5.3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from –
(*inserted on issuance of Standing Offer*)

5.3.2 Extension of the Standing Offer (Irrevocable Option Periods)

If the Standing Offer is authorized for use beyond the initial period, the Offerors offer to extend its offer for an additional two (2) periods of one (1) year each under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offerors will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5.4 Priority of Documents

The Parties agree to be bound by the following documents:

- a) The call up against the Standing Offer, including any annexes;
- b) The articles of the Standing Offer;
- c) The General Conditions 2005 (2017-06-21) General Conditions – Standing Offers – Goods or Services;
- d) The General Conditions 2035 (2018-06-21) General Conditions – Higher Complexity – Services;



- e) Statement of Work (Annex A);
- f) Basis of Payment (Annex B);
- g) the Offeror's offer dated – (*inserted on issuance of Standing Offer*)

In the event of discrepancies, inconsistencies or ambiguities of the wording of these documents, the document that appears first on the above list shall prevail.

5.5 Authorities and Communication

5.5.1 Canada's Representative

Canada's Representative for this Contract is:

Name: Nataliia Liu
Title: Procurement Officer
Department of Foreign Affairs, Trade and Development
Directorate: Mission Procurement (AAO)
Address: 125 Sussex Drive, Ottawa, Ontario, K1A 0G2
Telephone: 343-203-8282
E-mail address: nataliia.liu@international.gc.ca

Canada's Representative is responsible for the management of the Contract, and any changes to the Contract must be authorized in writing by Canada's Representative.

5.5.2 Project Authority

The Project Authority for this Contract is - (*inserted on issuance of Standing Offer*)

Name:
Title:
Department of Foreign Affairs, Trade and Development
Mission:
Address:
Telephone:
E-mail address:

The Project Authority is the representative of the department for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract.

5.5.3 Offeror's Representative

The Offeror's Representative is - (*inserted on issuance of Standing Offer*)

Name:
Title:
Company:
Address:
Telephone:
E-mail address:



The Offeror reserves the right to replace the above-designated Offeror's Representative by sending a notice in writing to Canada's Representative to that effect.

5.6 CALL-UP INSTRUMENT

The Work will be authorized or confirmed by the Identified User(s) using form Call-up Against a Standing Offer as per ANNEX "C" – Example of Call-up Document.

5.7 LIMITATIONS

5.7.1 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed (*inserted on issuance of Standing Offer*) (Applicable tax excluded).

5.7.2 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of (*inserted on issuance of Standing Offer*) (*Applicable Tax excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

5.8 APPLICABLE LAWS

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

5B Resulting Contract Clauses

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

5.9 Statement of Work

The Offeror must perform the Work described in the call-up against the Standing Offer.

5.10 STANDARD CLAUSES AND CONDITIONS

General Conditions

[2035 \(2018-06-21\) General Conditions - Higher Complexity - Services](#), apply to and form part of the Standing Offer.



5.11 PERIOD OF THE CONTRACT

The Work must be completed in accordance with the call-up against the Standing Offer.

5.12 INVOICING INSTRUCTIONS

The Offeror must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

5.13 ANTI-TERRORISM

5.13.1 Consistent with numerous United Nations Security Council resolutions, including, but not limited to S/RES/1267 (1999), S/RES/1368 (2001), and S/RES/1373 (2001), both Canada and the Offeror are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism.

5.13.2 The Offeror acknowledges that neither it, nor any of its employees, Directors, or agents is an entity listed, in relation to terrorists groups and those who support them, under subsection 83.05 of the Criminal Code of Canada, and as identified thereto in a "List of Entities" which may be found at < <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2002-284/index.html> > and that it is not nor will it knowingly work with any party and entity appearing on the New Consolidated List established and maintained by the UN Security Council's 1267 Committee.

5.13.3 Furthermore, the Offeror acknowledges that it will not knowingly directly or indirectly collect, provide or make available funds or property intending that they be used, or knowing that they will be used, to carry out or facilitate terrorist activities, or knowing that the funds or property will be used or will benefit a terrorist entity as identified in the List of Entities. The Canadian government list of terrorist entities can be found at the following web address: <https://www.publicsafety.gc.ca/cnt/ntnl-scrtr/cntr-trrrsm/lstd-ntts/index-en.aspx>.

5.14 Amendments

To be effective, any amendment to the RFSO or Call-up must be done in writing and signed by Canada's Representative and the Offeror's Representative. Canada's right to exercise an Option Period is excluded from this signatures requirement. The Offeror agrees that, during the extended period of the RFSO, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

5.15 Independent Contractor

The Offeror is an independent Contractor engaged by Canada to perform the Work. Nothing in the RFSO or resulting call-ups is intended to create a partnership, a joint venture or an agency between Canada and the other Party or Parties. The Offeror must not represent itself as an agent or representative of Canada to anyone. Neither the Offeror nor any of its personnel is engaged as an employee or agent of Canada. The Offeror is responsible for all deductions and remittances required by law in relation to its employees.



5.16 Resources

Canada reserves the right to conduct periodic background checks on personnel employed or subcontracted by the Offeror.

Canada reserves the right, in its sole discretion, to decide that personnel employed or subcontracted by the Offeror are unsuitable. In such circumstances, the Offeror shall ensure that personnel are removed from property and replaced with personnel suitable to Canada.

5.17 GREEN PROCUREMENT

5.17.1 The Offeror should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.

5.17.2 The Offeror should make every effort to use environmentally preferred goods, services and processes, as required, to reduce any environmental impacts resulting from the performance of the Work. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances.

5.18 Compliance with Local Law

In the performance of Services under this Call-up, the Offeror will comply with all applicable provisions of the laws in force in Russia.

5.19 INSURANCE TERMS

5.19.1 Insurance at Discretion of the Offeror

The Offeror is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Offeror is at its own expense and for its own benefit and protection. It does not release the Offeror from or reduce its liability under the Contract.

5.20 DISPUTE RESOLUTION

5.20.1 Discussion and Negotiation

If a dispute arises out of, or in connection with this Call-up, the parties shall meet to pursue resolution through negotiation or other appropriate dispute resolution process before resorting to litigation.



5.20.2 Procurement Ombudsman

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Canadian Department of Public Works and Government Services Act, S.C. 1996, c. 16 (as amended), will, on request and consent of the parties to bear the cost of such process, participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at boa.opo@boa.opo.gc.ca.

5.21 Payment Terms

5.21.1 Basis of Payment

Canada will pay the Contractor in accordance to the Basis of Payment included as Appendix "B". Payment under this Contract will be conditional on the performance, completion, and delivery of the Work, or any part of the Work to the satisfaction of Canada.

5.21.2 Method of Payment – Monthly Payments.

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 section 12 (2013-03-21) Invoice submission of 2035 (2018-07-06) General Conditions;
- b) all such documents have been verified by Canada; and
- c) the Work performed has been accepted by Canada.

5.21.3 Firm Hourly Rates

Offerors must quote Hourly Rates in RUB. The Hourly Rates must include, but not necessarily be limited to, all costs resulting from the performance of the Work as described in this RFSO, all costs resulting from the performance of any additional Work described in the Offeror's Proposal (unless clearly described as an option).

The Offeror will not be reimbursed for travel and living expenses incurred in the performance of the Work.

All payments will be made according to Annex B: Basis of Payment.



APPENDIX A – STATEMENT OF WORK

Russian and English Language Training for the Embassy of Canada in Moscow, Russia

1. Background

The Embassy of Canada in Moscow, Russia, provides Russian and English language training for Canada Based Staff (CBS) and Locally Engaged Staff (LES) to assist them to reach a designated level of proficiency. Courses are led by teachers who are experts in the field of attaining and maintaining linguistic proficiency at commonly recognized levels as per SOW section 3.

2. Objectives

Russian and English language training is provided in order for Canadian diplomats and Locally Engaged Staff to achieve the designated level of proficiency necessary to perform their job. This training must therefore focus on social interaction and business level language to facilitate CBS living in Russia, where Russian is the official language, as well as to facilitate the communication of LES when supporting the CBS to carry out their responsibilities effectively.

The Service Provider must prepare, plan, coordinate and deliver language lessons to improve the language skills of learners with a strong focus on communication.

The language training program must cover the four skill areas such as speaking, listening, writing and reading.

At the end of the course, learners should be able to participate and express opinions with adequate level of proficiency in discussions and converse with native people at ease.

3. Scope of Work

Russian and English language training shall be offered in accordance with the principles of the communicative approach to ensure that students attain the level of proficiency targeted for their positions. All levels refer to the Common European Framework for Languages (CEFR) published by the Council of Europe. The levels in question range from level A1 to C2; the frequency of classes should be agreed to with each individual language student in order to reach or maintain the goal level, as established by the Project Authority.

The Service Provider must be located in Russia, Moscow and must have the logistical capacity to perform the required services. In addition, the Service Provider shall be responsible to ensure that the services performed under the agreement meet the agreed specifications and are completed within the time prescribed.

It is planned that language classes will run every year for a period from June to March, with the exception of a break in April - May and during the Christmas / New Year holidays. Once the specific times and dates of the training is known, the Offeror will be provided with a call-up document as per Annex C to authorise the Work.



The Service Provider must ensure continuity of the services in the event of unforeseen circumstances and address resource risks such as absence, sickness, strike, skilled staff shortage and equipment failure.

The Service Provider must remain responsible to make any necessary changes if the Project Authority determines that any task has not been performed adequately or satisfactorily. The Service Provider must correct the deficiency within the time limit agreed with the Project Authority.

4. Regular tasks

Provide individual in person, individual online, group in person and group online classes to Mission employees identified by the Project Authority.

The Contractor shall:

4.1 Evaluate the language level of each student to develop an individual language training plan for each participant in order to reach the designated goal level;

4.2 Report the language evaluation assessment to both, the Project Authority and the student;

4.3 Organize a schedule for individual and group language classes to achieve the predetermined level as well as a daily lesson plan each class. The lesson plan must be based on the existing course plan and the individual needs of trainees such as learning style;

4.4 Provide all training materials (e.g. photocopies and listening material) which shall be included as part of the hourly rate within the Basis of Payment (Annex B).

4.5 Since adults entering a learning situation come with a variety of needs, differences and expectations, endeavor to create an environment that is conducive to adult learning by respecting the following principles:

- a) The adult is an active learner as opposed to a passive observer;
- b) The adult has immediate objectives and needs to apply the learning rapidly;
- c) The adult learns easily when he/she is aware of the content to learn and the methods that will be used;
- d) The adult learns best when the learning relates to his/her life, and takes into account his/her past experience;
- e) The adult receives training in order to solve a problem or find possible solutions to different issues;



- f) The adult is unique from other learners because of his/her personal and professional experience;
- g) The adult is motivated by a goal, an objective, the training activity itself and the anticipated training;
- h) The adult learns best when he/she is an active, stress-free participant, in an atmosphere of empathy, cordiality and patience, free of value judgments;
- i) The adult is more comfortable using his/her first language as the referent in learning other languages;

4.6 Lead and manage learning sessions;

4.7 Organise regular assessments and provide feedback;

4.8 Communicate in writing with learners in regards to time accounting, weekly training plans and progress reports;

4.9 Introduce terminology, meaning and expressions used in daily life;

4.10 Familiarise learners with native accents and technical competences in daily conversations;

4.11 Seek learners' comments on the planning and delivery of the courses;

4.12 Keep abreast of new language training programs and incorporate them into lessons to maximize the learners' chances of attaining the objectives set for each level;

4.13 Prepare quick reference guides to facilitate the learning process;

4.14 Appoint a main contact for the Project Authority who speaks fluent English or French, and is responsible for the coordination and organization of classes;

4.15 On a monthly basis, provide signed attendance sheets to the Project Authority;

4.16 Advise the Project Authority in writing, of all withdrawals and non-attendance of courses by participants;

4.17 Notify the Project Authority in writing, as soon as possible, of any absences of teachers and indicate whether a substitute teacher will be used or if the class will be rescheduled under the same conditions as established on the course program;

5. Regular tasks



The Contractor must provide, at a minimum, the following services required for course delivery in order for CBS and LES trainees to attain foreign language proficiency.

- 5.1 Prepare a daily lesson plan each class, including all additional material such as photocopies, prior to each class. The lesson plan must be based on the existing course plan and the individual needs of trainees such as learning styles;
- 5.2 Provide work plan including learning goals and teaching methods as well as term timeframe to the Project Authority within five (5) working days before the start of classes;
- 5.3 Provide the daily lesson plan, course programs and content to the learners prior to commencing classes and on request to the Project Authority;
- 5.4 Distribute learning program, background materials and handouts for learners before the start of terms;
- 5.5 Administer tests for each participant to determine the appropriate language level;
- 5.6 Administer assessment tests to evaluate the student's level on a periodic basis;
- 5.7 Upon request provide written feedback at the end of each class to the Project Authority and other teachers about activities carried out;
- 5.8 Provide a comprehensive evaluation report with clear recommendations for future development of the language proficiency at the end of each term/training;
- 5.9 When classes take place at the Embassy, arrive at the Embassy prior to the scheduled start time, so as to have sufficient time to fully prepare for class (i.e. to set up the room, make photocopies, verify the correct functioning of technical equipment);
- 5.10 Organize, track and maintain a daily schedule and attendance record of trainees from all individual & group classes, and ensure that all information is filled truthfully and correctly reported to the Project Authority;
- 5.11 Provide individual and group attendance monthly reports for all trainees detailing labour hours consumed by the contractor to the Project Authority;
- 5.12 Act as the central point of contact to the Project Authority;

6. Project Management Control Procedures

The Offeror's Representative shall:

- 6.1 Maintain consistent communication with the Project Authority regarding the progress



of language classes, this includes e-mail and phone communication as well as attending meetings when required by the Project Authority;

6.2 Obtain written feedback from students indicating the level of learning and satisfaction achieved;

6.3 Provide written progress reports within the class program in order to allow the Project Authority verify that the trainee's learning progress is in line with the lesson plan;

6.4 Report any problems or obstacles that may be encountered with the teachers, schedules, and/or classes programs to the Project Authority;

6.5 Administer the invoices submitted as well as tracking the payments made by the Embassy.

7. Minimum Qualifications

7.1 Russian Language Teacher - Minimum Qualifications:

7.1.1 Be a native speaker of the language to be taught;

7.1.2 Have at least 3 years of recent experience teaching Russian to adults within the past 5 years;

7.1.3 Be capable of using, or willing to learn at the Contractor's expense, how to use all the information technology and/or multimedia tools supplied by the Government of Canada, including as a minimum: Windows and Word processing software; email; Internet; YouTube; laptops; mobile devices (including tablets, smartphones and I-pods); multimedia technologies; spreadsheets and smart boards;

7.1.4 Be capable of communicating in English at an intermediate level.

7.2 English Language Teacher - Minimum Qualifications:

7.2.1 Have at least 3 years of recent experience teaching English to adults within the past 5 years;

7.2.2 Be capable of using, or willing to learn at the Contractor's expense, how to use all the information technology and/or multimedia tools supplied by the Government of Canada, including as a minimum: Windows and word processing software; email; Internet; YouTube; laptops; mobile devices (including tablets, smartphones and I-pods); multimedia technologies; spreadsheets and smart boards;

7.2.3 Be capable of communicating in English at an advanced level;



7.2.4 Being a native speaker of the English language will be an asset.

8. Location of Work, Travel and Time

8.1 Location of Work

8.1.1 Group classes (defined as a course between 4 and 6 participants) will take place online, or at the premises of the Offeror, or at the premises of the Embassy of Canada to Russia.

8.1.2 Individual classes may take place online, or at the premises of the Service Provider, or at the premises of the Embassy of Canada to Russia.

8.1.3 The teacher must be escorted by a CBS/LES at all times while on the premises of the Government of Canada.

8.1.4 It is mandatory for the Offeror to be located and operate in Russia, Moscow.

8.2 Travel

No travel and living expenses shall be charged.

8.3 Time of Work

The day(s) and times of the classes will be agreed between the Service Provider and the Project Authority.

9. Language of Work

9.1 The Contractor must ensure that the Russian language courses are fully taught in Russian. English or French are only used on an exceptional basis.

9.2 The Contractor must ensure that the English language courses are fully taught in English. Russian is only used on an exceptional basis.

10. Hourly rate

The hourly rate should be based on 60 minutes of individual training per session and 90 minutes of group training per session. Variations in the number of hours per session will be discussed and agreed upon between the Project Authority and the Offeror, however no additional compensation will be provided if a session is extended beyond 60 minutes and/or 90 minutes. Therefore, the firm all-inclusive hourly rate should account for possible variations in the length of sessions.



APPENDIX B – BASIS OF PAYMENT

- B1.** The Offeror is to provide firm, all-inclusive rates, for the provision of all the services detailed in the Statement of Work, Value Added Tax if applicable and Goods and Services Tax are excluded. All prices are to be in Roubles (RUB).
- B2.** Offerors shall quote a firm all-inclusive hourly rate including all costs associated with providing learning and classroom materials, participant evaluations, reports, administrative services and all other items related to providing for the requirement in Annex A, Statement of Work.
- B3.** The Offeror shall not charge the Government of Canada for cancelled classes when provided a minimum notification of 12 hours.
- B4.** 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.
- B5.** No other costs elements shall be considered by the Crown. There will be no provision for overtime payments nor travel expenses.

Initial Contract Period (Year 1)

Course Type	Firm All-Inclusive Hourly Rate in (RUB) VAT not included	Estimated Number of Hours per year
Group Course Russian		52
Group Course English		52
Individual Course Russian		900
Individual Course English		104

Initial Contract Period (Year 2)

Course Type	Firm All-Inclusive Hourly Rate in (RUB) VAT not included	Estimated Number of Hours per year
Group Course Russian		52
Group Course English		52
Individual Course Russian		900
Individual Course English		104



Initial Contract Period (Year 3)

Course Type	Firm All-Inclusive Hourly Rate in (RUB) VAT not included	Estimated Number of Hours per year
Group Course Russian		52
Group Course English		52
Individual Course Russian		900
Individual Course English		104

Option Period 1 (Year 4)

Course Type	Firm All-Inclusive Hourly Rate in (RUB) VAT not included	Estimated Number of Hours per year
Group Course Russian		52
Group Course English		52
Individual Course Russian		900
Individual Course English		104

Option Period 2 (Year 5)

Course Type	Firm All-Inclusive Hourly Rate in (RUB) VAT not included	Estimated Number of Hours per year
Group Course Russian		52
Group Course English		52
Individual Course Russian		900
Individual Course English		104

Cancellation and Refund Policy:

Canada agrees to notify the Contractor of cancellation at least 12 hours in advance of a lesson, in which case there will be no charge.

A cancelled class will be postponed to an alternate date; for fixed-day courses, this will normally mean extending the last day of classes by one (or more) occurrences.

Contractor must wait for 20 minutes after the class hour has started before cancelling the class due to student no-show.



ANNEX C – EXAMPLE OF A CALL-UP DOCUMENT

Call-up against Standing Offer

Terms and Conditions of the Standing Offer shall apply

Date:	Contractor: <i>Insert full legal name of contractor</i> <i>Insert address of contractor</i>	
Standing offer no.	Requisition number	Financial codes
Item	Description	
Departmental Representative:		
<i>NAME OF DEPARTMENTAL REPRESENTATIVE</i> <i>DIVISION NAME AND ACRONYM</i> Address Telephone: Fax: E-Mail: @international.gc.ca		
Certified pursuant to Section 32 of the Financial Administration Act	For the Minister _____ Signature _____ Print name and capacity	



APPENDIX D – CERTIFICATIONS

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

D1. CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

D2. FEDERAL CONTRACTOR'S PROGRAM FOR EMPLOYMENT EQUITY – STANDING OFFER CERTIFICATION

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

D3. STATUS AND AVAILABILITY OF RESOURCES

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a



substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability.

D4. FORMER PUBLIC SERVANT

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, Offerors must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information.

DEFINITIONS

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made of former public servants; or
- d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.



D5. FORMER PUBLIC SERVANT IN RECEIPT OF A PENSION

As per the above definitions, is the Offeror a FPS in receipt of a pension? **Yes** () **No** ()
If so, the Offeror must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a) name of former public servant;
- b) date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

D6. WORK FORCE ADJUSTMENT DIRECTIVE

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Offeror must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;
- d) amount of lump sum payment;
- e) rate of pay on which lump sum payment is based;
- f) period of lump sum payment including start date, end date and number of weeks;
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

D7. INCAPACITY TO CONTRACT WITH GOVERNMENT

By submitting an offer, the Offeror certifies that neither the Offeror nor any of the Offeror's affiliates has ever been convicted of an offence under any of the following provisions. Canada may reject a proposal where the Offeror, including the Offeror's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:

- a) paragraph 80(1)(d) (*False entry, certificate or return*), subsection 80(2) (*Fraud against Her Majesty*) or section 154.01 (*Fraud against Her Majesty*) of the [Financial Administration Act](#), or
- b) section 121 (*Frauds on the government and Contractor subscribing to election fund*), section 124 (*Selling or Purchasing Office*), section 380 (*Fraud*) for fraud committed against Her Majesty or section 418 (*Selling defective stores to Her Majesty*) of the [Criminal Code](#) of Canada, or



- c) section 462.31 (*Laundering proceeds of crime*) or
- d) sections 467.11 to 467.13 (*Participation in activities of criminal organization*) of the [Criminal Code](#) of Canada, or section 45 (*Conspiracies, agreements or arrangements between competitors*), 46 (*Foreign directives*) 47 (*Bid rigging*), 49 (*Agreements or arrangements of federal financial institutions*), 52 (*False or misleading representation*), 53 (*Deceptive notice of winning a prize*) under the [Competition Act](#), or
- e) section 239 (*False or deceptive statements*) of the [Income Tax Act](#), or
- f) section 327 (*False or deceptive statements*) of the [Excise Tax Act](#), or
- g) section 3 (*Bribing a foreign public official*) of the [Corruption of Foreign Public Officials Act](#), or
- h) section 5 (*Trafficking in substance*), section 6 (*Importing and exporting*), or section 7 (*Production of substance*) of the [Controlled Drugs and Substance Act](#), or
- i) any provision under any law other than Canadian law having a similar effect to the above- listed provisions.

CERTIFICATION STATEMENT

By completing, signing and submitting this attachment, the Offeror certifies that the information submitted by the Offeror is accurate and complete.

Name of Authorized Individual

Date



APPENDIX E – SECURITY REQUIREMENTS CHECK LIST (SRCL)



Contract Number / Numéro du contrat
Tender is in process / no winner yet
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 MOSCO	2. Branch or Directorate / Direction générale ou Direction Common Services	
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 Provision of Russian and English classes to the Mission staff		
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 type="checkbox"/> No / Non <input checked="" 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 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 type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input 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"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat Tender is in process / no winner yet
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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 / Non Yes / 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 / Non Yes / 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
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET-SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMBLEMES | | | |

Special comments:
Commentaires spéciaux : screening is not required

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 / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / Oui



Contract Number / Numéro du contrat
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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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat Tender is in process / no winner yet
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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Nira Shearer	Title - Titre Counsellor and Consul General	Signature Shearer, Nira	<small>Digitally signed by Shearer, Nira Date: 2021.03.30 14:50:14 +03'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel nira.shearer@international.gc.ca	Date 03.02.2021
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Francis Auger-Voyer	Title - Titre Counsellor	Signature 	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 03.02.2021
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Natalia Liu	Title - Titre Procurement Officer	Signature 	2021.04.07 10:56:20 -04'00'
Telephone No. - N° de téléphone 343-203-8282	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Natalia.Liu@international.gc.ca	Date April 7, 2021
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date