

Solicitation No. - N° de l'invitation
22-210533
Client Ref. No. - N° de réf. du client
22-210533

Amd. No. - N° de la modif.
001
File No. - N° du dossier
22-210533

Buyer ID - Id de l'acheteur
Assane Ndiaye

ADDENDUM No. 001
SOLICITATION No. 22-210533

RETURN BID TO/ RETOURNER LES SOUMISSIONS
À :

[receptionsoumission-
bidsreceiving.spp@international.gc.ca](mailto:receptionsoumission-bidsreceiving.spp@international.gc.ca)

**Department of Foreign Affairs, Trade and
Development (DFATD)**
**Ministère des Affaires étrangères, Commerce et
Développement (MAECD)**

Request for Proposal
Demande de proposition

Proposal to:

Department of Foreign Affairs, Trade and Development
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 here to, the
goods, services, and construction listed herein and on any
attached sheets at the price(s) set out therefore.

Proposition à:

Ministère des Affaires Étrangères, Commerce et
Développement
Nous offrons par la présente de vendre à Sa Majesté
la Reine du chef du Canada, aux conditions énoncées
ou incluses par référence dans la présente et aux
appendices ci-jointes, les biens, services et
construction énumérés ici sur toute feuille ci-annexée,
au(x) prix indiqué(s).

Comments — Commentaires :

Issuing Office – Bureau de distribution

Foreign Affairs, Trade and Development Canada
200 Promenade du Portage,
Gatineau, Québec, K1A 0G4

Affaires étrangère, Commerce et Développement Canada
200 Promenade du Portage,
Gatineau, Québec, K1A 0G4

Title-Sujet: Personal Security Training (PST)	
Supply Arrangement# N/A	
Solicitation No. — N° de l'invitation 22-210533	Date: March 08, 2022
Solicitation Closes — L'invitation prend fin	Time Zone —Fuseau horaire
At /à: 2 :00 PM	EDT (Eastern Daylight Time) / HAE (heure avancée de l'Est)
On / le March 28, 2022	
F.O.B. — F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other — Autre: <input type="checkbox"/>	
Address Enquiries to — Addresser les questions à: Assane Ndiaye assane.ndiaye@international.gc.ca	
Telephone No. – No de téléphone: (613) 791-7185	
Destination of Goods and or Services/ Destination – des biens et ou services : Department of Foreign Affairs, Trade and Development (DFATD) / Ministère des Affaires étrangères, Commerce et Développement (MAECD)	
Vendor/Firm Name and Address — Nom du Vendeur et adresse du fournisseur/de l'entrepreneur:	
Telephone No. – No de téléphone:	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) — Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
_____ Name, Title	
_____ Signature	_____ Date

Addendum n° 001

Addendum No. 001 is raised to make the following changes:

A. Change the time zone Eastern Standard Time (EST) to Eastern Daylight Time (EDT)

Delete:

Sollicitation Closes - L'invitation prend fin: At /à: 2 :00 PM On / le : March 28, 2022	Time Zone —Fuseau horaire: EST (Eastern Standard Time) / HNE (heure normale de l'Est)
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Insert:

Sollicitation Closes - L'invitation prend fin: At /à: 2 :00 PM On / le : March 28, 2022	Time Zone —Fuseau horaire: EDT (Eastern Daylight Time) / HAE (heure avancée de l'Est)
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B. The following question has been received, and DFATD hereby answers as follows :

Question 1:

After reviewing the RFP, we have a question about the 15km distance of our proposed facility to 125 Sussex:

Is this distance in a straight line (as the crow flies) or is it by land transport (driveable 15km)?

Answer 1:

The training location must be within 15 kilometers **of driveable distance** from 125 Sussex Drive, Ottawa, Ontario K1A 0G2. Criterion M5 has been added below to make this requirement clearer.

C. Modifications to tender documents

ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA is entirely deleted and replaced with the following below for the addition of mandatory technical criterion M5.

*****All other terms and conditions of the RFP remain unchanged*****

ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

The Bidder must provide the necessary documentation to support compliance with this requirement.

The references provided by the Bidders are subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to validate the references before award of a contract. The bid will be declared non-responsive if any references given by the Bidder are untrue, whether made knowingly or unknowingly. Failure to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

The month(s) of experience listed for a project whose time frame overlaps that of another referenced project, will only be counted once.

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Item	Mandatory Criteria	Met	Not Met
M1	<p>Company's Experience – Delivering Personal Security training</p> <p>The Bidder must demonstrate that it has a minimum of 60 months' experience delivering personal security training to employees deploying to high threat environments.</p> <p>To demonstrate the criterion, the Bidder must submit as of bid closing date, project descriptions with start and end dates evidencing required experience.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Demonstration:</u>			
M2	<p>Company's experience - Content Development</p> <p>The Bidder must demonstrate that the company has acquired in the last 60 months, significant experience in developing and customizing training material related to security. Significant experience is defined as a minimum of 5 projects.</p> <p>To demonstrate the criterion, the Bidder must submit as of bid closing date, examples of project descriptions evidencing required experience.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Demonstration:</u>			

Item	Mandatory Criteria	Met	Not Met
M3	<p>Company's Experience – Delivering Self-Defence Training</p> <p>The Bidder must demonstrate that it has a minimum of 60 months' experience in self-defence training delivery. Self-defence means basic self-defence techniques and confrontation management.</p> <p>To demonstrate the criterion, the Bidder must submit as of bid closing date, project descriptions with start and end dates evidencing required experience.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Demonstration:</u>			
M4	<p>Ability to provide experienced instructors</p> <p>The Bidder must propose at least two (2) instructors as per the following:</p> <ul style="list-style-type: none"> a) One (1) instructor fluent in English to lead the English sessions with a minimum experience of delivering 5 trainings in English. b) One (1) instructor fluent in French to lead the French sessions with a minimum experience of delivering 5 trainings in French. <p>To demonstrate the criterion, the Bidder must submit as of bid closing date, project descriptions with start and end dates evidencing required experience of the proposed resources.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Demonstration:</u>			
M5	<p>Training location proximity</p> <p>The Bidder must propose a training location within a maximum drivable distance of 15 kilometers from DFATD's offices at 125 Sussex Drive, Ottawa, ON K1A 0G2.</p> <p>To demonstrate the criterion, the Bidder must provide the address of the training location. Google Maps will be used as reference tool to verify compliance of this criterion.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Demonstration:</u>			

Point Rated Technical Criteria

Bids will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Requirements	Points allocation
<p>R1 – Corporate experience</p> <p>The Bidder should demonstrate that it has a minimum of 60 months' experience in delivering security training to individuals travelling to high threat environments.</p> <p>To demonstrate the criterion, the Bidder should provide as of bid closing date, project descriptions evidencing required experience.</p> <p>In addition, the bidder may provide supporting documents, such as brochures, corporate profiles, reference letters, etc.</p> <p>To facilitate the evaluation, the Bidder should provide the following information for each project:</p> <ul style="list-style-type: none"> a) The title of the project b) The location and date of the completion of the project (city / country) c) The start and end date of the project (duration of the contract) d) A brief description of the project e) A brief description of the client and the results achieved f) The Bidders role in the completion of the project g) Sample materials of the project 	<p>120 months or more = 20 points 108 – 119 months = 18 points 96 - 107 months = 16 points 84 - 95 months = 14 points 72 - 83 months = 12 points 60 - 71 months = 10 points</p> <p>Maximum of 20 points</p>
<p><u>Demonstration:</u></p>	<p>Score: /20</p>
<p>R2 – Instructors' Experience – Delivering Personal Security training</p> <p>The Bidder should demonstrate that each of the proposed instructors has at least 36 months' experience delivering personal security training.</p> <p>To demonstrate criterion, the Bidder should submit as of bid closing date, each proposed instructor's CV evidencing required experience.</p> <p>To demonstrate the criterion, the Bidder should submit as of bid closing date, the proposed resources' resumes with project descriptions and start and end dates evidencing required experience.</p>	<p>96 months or more = 10 points 72 - 95 months = 7 points 36 - 71 months = 4 points</p> <p>Maximum of 10 points per resource</p> <p>Maximum total of 20 points for all resources</p>

<p><u>Demonstration:</u></p>	<table border="1"> <thead> <tr> <th>Resource</th> <th>Allocated points</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>/10</td> </tr> <tr> <td>#2</td> <td>/10</td> </tr> </tbody> </table> <p style="text-align: center;">Score: /20</p>	Resource	Allocated points	#1	/10	#2	/10
Resource	Allocated points						
#1	/10						
#2	/10						
<p>R3 - Course Curriculum</p> <p>The bidder should demonstrate its approach to balancing theory and practice.</p> <p>To demonstrate the criterion, the Bidder should submit as of bid closing date, a detailed course outline and course schedule for a session. Time allocated for theory and practice should be clearly identified.</p> <p><u>Definition of scoring scale:</u></p> <p>More than 65%: demonstrates an excellent balance of theory and practice. More than 65% of the course duration is allocated to practice and the type of exercise allows the participants to practice the skills.</p> <p>Between 56%-65%: demonstrates a very good balance of theory and practice. Between 56%-65% of the course duration is allocated to practice and the type of exercise allows the participants to practice the skills.</p> <p>Between 46%-55%: demonstrates a good balance of theory and practice. Between 46%-55% of the course duration is allocated to practice and the type of exercise allows for participants to practice the skills.</p> <p>Between 36%-45%: demonstrated a minimum balance of theory and practice. Between 36%-45% are allocated to practice and the type of exercise allow the participants to practice the skills.</p> <p>Less than 36%: demonstrates an insufficient balance of theory and practice. Less than 35% of the course duration is allocated to practice and the type of exercise does not allow participants to practice the skills.</p>	<p>More than 65% = 20 points Between 56%-65% = 15 points Between 46%-55% = 10points Between 36%-45% = 5 points Less than 36% = 0 points</p> <p>Maximum of 20 points</p>						
<p><u>Demonstration:</u></p>	<p style="text-align: center;">Score: /20</p>						
<p style="text-align: right;">Minimum pass score:</p>	<p style="text-align: center;">30</p>	<p style="text-align: center;">Total Score: /60</p>					
<p style="text-align: right;">Maximum Total:</p>	<p style="text-align: center;">60</p>						