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Request for Proposals (RFP)

PERFORMANCE OF THE WORK DESCRIBED IN THE STATEMENT OF THE DRAFT CONTRACT.

TITLE Cleaning Services at the Embassy of Canada in Algeria	
SOLICITATION NO. 22-203445	DATE March 14 , 2022
PROPOSAL DELIVERY In order for the proposal to be valid, it must be received no later than 02:00 pm EST (Ottawa, Ontario time) on April 13th, 2022. This date is referred to herein as the "Closing date". Only electronic copies will be accepted and received at the following email address: internationalproposals@international.gc.ca Solicitation #: 22-203445	
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.	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-top: 1px solid black; padding-top: 5px;">Signature</div> <div style="width: 35%; border-top: 1px solid black; padding-top: 5px;">Date</div> </div>	



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PART 1 - GENERAL INFORMATION

1.1 INTRODUCTION

The bid solicitation is divided into 5 parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection; and
- Part 5 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

Attachment 1 to Part 3 includes the Certifications, Attachment 1 to Part 4 includes the Evaluation criteria.

The annexes include the Statement of Work (Annex A), the Basis of Payment (Annex B), the Attachment 1 to Annex B – Service Authorization Form, and Security Requirements Check List (Annex C).

1.2 SUMMARY

- 1.2.1 The purpose of this RFP is to select a supplier to enter into a contract with the Embassy of Canada to Algeria, of the Department of Foreign Affairs, Trade and Development (DFATD) to provide Cleaning Services as described in the Statement of Work (Annex A).
- 1.2.2 The Work is to be performed from the contract award date (tentatively set for April 1st, 2022 for a period of 2 years). However, in the event of unusual circumstances, the contract could be awarded at a sooner or later date. There is also the potential of 3 additional one year irrevocable option periods under the same terms and conditions.
- 1.2.3 There are security requirements associated with this requirement. For additional information, consult Part 5 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.4 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) Canada - Ukraine free Trade Agreement
 - (h) Canadian Free Trade Agreement (CFTA)



- (i) Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
- (j) Comprehensive Economic and Trade Agreement (CETA)
- (k) World Trade Organization Agreement on Government Procurement (WTO-AGP)

1.3 CONTRACT DOCUMENTS

The Draft Contract and the Statement of Work which the selected Bidder will be expected to execute are included with this Request for Proposal (RFP) at Part 5, and Annex A, respectively.

1.4 INTERPRETATION

In this document, unless the context otherwise requires:

"Applicable Tax" means any tax applicable in the jurisdiction of the Work;

"Bid" or "Proposal" is an offer to provide services or supply goods as a result of a solicitation;

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a proposal to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors;

"Canada", "Crown", "Her Majesty", the "Minister" or the "Government" means Her Majesty the Queen in right of Canada as represented by the Minister of Foreign Affairs and any other person duly authorized to act on behalf of that minister; and

"Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.



PART 2 - BIDDER INSTRUCTIONS

2.1 LANGUAGE OF PROPOSAL

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

2.2 REFERENCE CLAUSES

2.2.1 Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

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

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

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

2.3 STANDARD INSTRUCTIONS

2.3.1 The [2003](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25) (2020-05-28) Standard Instructions - *Goods or Services - Competitive Requirements* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25>), are incorporated by reference into and form part of the bid 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 Bids, paragraph 4 is amended as follows:

Delete: sixty (60)

Insert: one hundred and twenty (120)

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

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

Bids received after the stipulated bid closing date and time will be:

- returned to the Bidder in the case where hard copies were requested; or
- deleted / destroyed where soft copies were requested, unless they qualify under the provisions of the Delayed Bids clause stipulated in paragraph 2.3.6



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

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

A proposal (bid) received after the closing date and time, but before the contract award date may be considered, provided the delay can be proven by the Bidder to have been due solely to a delay in delivery that can be attributed to incorrect handling by Canada, after the proposal (bid) has been received at the location stipulated on page one (1).

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 RFP. Canada does not accept receipt of bid by means of a facsimile or by epost Connect service.

2.4 SUBMISSION OF PROPOSALS

2.4.1 Proposals must be received by DFATD at the electronic address identified and by the date and time on page 1 of the solicitation. Proposals must NOT be sent directly to Canada's Representative. Canada will not be responsible for proposals delivered to a different address. Proposals sent directly to Canada's Representative may not be considered.

The e-mail address indicated on page one (1) of the solicitation is for the purpose of proposal submission and enquiries concerning that solicitation. No other communications are to be forwarded to this address.

2.4.2 Attachments should be in a Portable Document Format (.pdf) software application or Microsoft Office version 2003 or greater.

Bidders should follow the specifications format instructions described below, during the preparation of their bid:

- minimum type face of 10 points;
- all material should be formatted to print on 8.5" x 11" or A4 paper;
- for clarity and comparative evaluation, the Bidder should respond using the same subject headings and numbering structure as in this RFP 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:

- the size of attachments exceeds 10 MB;
- the e-mail was rejected or put in quarantine because it contains executable code (including macros);
- 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 Bidders confirm with Canada's Representative that their complete proposal was received. For this same reason, it is recommended that in cases where



more than one (1) e-mail containing documents comprising the quote is submitted, the emails be numbered and the total number of emails sent in response to the solicitation also be identified.

- 2.4.3** Canada requires that each proposal, at closing date and time or upon request from Canada's Representative, be signed by the Bidder or by an authorized representative of the Bidder. If any required signature(s) are not submitted as requested, Canada's Representative may inform the Bidder 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 bid non-responsive. If a proposal is submitted by a joint venture, it must be in accordance with section 17 Joint Venture, of [2003](#) (2020-05-28) *Standard Instructions - Goods or Services - Competitive Requirements*.
- 2.4.4** It is the Bidder's responsibility to:
- obtain clarification of the requirements contained in the RFP, if necessary, before submitting a proposal;
 - prepare its proposal in accordance with the instructions contained in the RFP;
 - submit by closing date and time a complete proposal;
 - send its bid only to the address specified on page 1 of the bid solicitation;
 - ensure that the Bidder's name, and the RFP number are clearly visible on the attachment(s) containing the proposal; and,
 - provide a comprehensible and sufficiently detailed proposal, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RFP.
- 2.4.5** Proposals received on or before the stipulated RFP closing date and time will become the property of Canada. All proposals 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.
- 2.4.6** Unless specified otherwise in the RFP, Canada will evaluate only the documentation provided with a Bidder's proposal. 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 proposal.
- 2.4.7** A proposal cannot be assigned or transferred in whole or in part.

2.5 MANDATORY BIDDER'S SITE VISIT AND CONFERENCE

- **Site visit**

It is mandatory that the Bidder or a representative of the Bidder attend the site visit. It will be held at 18 Mustapha Khalfa Street, Ben Aknoun on March 23th and will begin at 10:00 am, in Algiers, Algeria.

All visitor must bear a valid COVID certificate on the date of the visit to access the grounds and property for the site visit.

- **Teleconference**

It is mandatory that the Bidder or a representative of the Bidder attend the conference on March 24th, 2022. Bidders mandatory virtual conference will be held via Webex application, and will begin at 10:00 am Algier's time.



Coordinates to the virtual conference will be emailed to the Bidders following confirmation of their participation in the site visit and conference.

Bidders are requested to confirm their attendance with Canada's Representative no later than 2 business days before the site visit while providing the name of the participant. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit and the conference.

Bidders who do not attend or send a representative to the site visit and conference will not be given an alternative appointment and their proposal will be rejected as non-compliant. Any clarifications or changes to the RFP resulting from the Bidder's site visit and/or conference will be included as an amendment to this RFP.

***Note that participation in the virtual teleconference by the bidder or their representative will not be considered as a participation in the mandatory site visit or conference.**

Please note, any travel and other costs associated with attending a Bidders' site visit form part of "Bid Costs" as per [2003](#) (2020-05-28) *Standard Instructions - Goods or Services - Competitive Requirements*, and will not be reimbursed by Canada.

2.6 COMMUNICATIONS, ENQUIRIES, SUGGESTED IMPROVEMENTS

- 2.6.1** All enquiries and suggested improvements must be submitted in writing only to Canada's Representative, identified on page 1 of the solicitation, no later than 5 days before the bid closing date. Enquiries and suggestions received after that time may not be answered.
- 2.6.2** Bidders should reference as accurately as possible the numbered item of the RFP to which the enquiry relates. Care should be taken by Bidders 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 Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.
- 2.6.3** Should any Bidder consider that the specifications or Statement of Work contained in this RFP and Draft Contract can be improved technically or technologically, the Bidder is invited to make suggestions in writing. The Bidder 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 Bidder will be given consideration. Canada reserves the right to accept or reject any or all suggestions.

2.7 APPLICABLE LAWS

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory



specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.8 ENTIRE REQUIREMENT

The RFP documents contain all the requirements relating to the RFP. Any other information or documentation provided to or obtained by a Bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in the RFP. Bidders should also not assume that their existing capabilities meet the requirements of the RFP simply because they have met previous requirements.

2.9 DEBRIEFINGS

Bidders may request a debriefing on the results of the RFP process, within 15 working days upon notification of the process results. The debriefing may be in writing, by telephone or in person.

2.10 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 bids, 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/>.

2.11 NO PROMOTION OF BIDDERS INTEREST

Bidders 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.

2.12 LEGAL CAPACITY

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder 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 Bidders submitting a proposal as a joint venture.

2.13 INCAPACITY TO CONTRACT WITH GOVERNMENT

By submitting a proposal, the Bidder certifies that neither the Bidder nor any of the Bidder's affiliates has ever been convicted of an offence under any of the following provisions. Canada may reject a proposal where the Bidder, including the Bidder'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](#); or
- (c) section 462.31 (*Laundering proceeds of crime*) or sections 467.11 to 467.13 (*Participation in activities of criminal organization*) of the [Criminal Code](#); or
- (d) 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.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 PROPOSAL PREPARATION INSTRUCTIONS

Canada requests that Bidders provide their bid in separate PDF files or Microsoft office version 2003 as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

Please note: bids may be modified or resubmitted only **before** the solicitation closing date, and must be done in writing. This includes electronically transmitted responses. The latest bid received will supersede any previously received bids.

3.2 TECHNICAL PROPOSAL INSTRUCTIONS

Section I: to be labeled "Technical Bid";

This section should not exceed 60 pages. Material exceeding the 60 page maximum may not be considered. Copies of required Certificates and Licences, and Title pages are not included in the 60 page limit.

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

3.3 FINANCIAL PROPOSAL INSTRUCTIONS

Section II: to be labeled "Financial Bid";

Bidders must submit their Financial bid in accordance with Annex B – Basis of Payment. Prices must appear in Section II **only** and must not be indicated in any other section of the bid. Failure to comply may result in the bid being declared non-compliant and rejected from further consideration. All the information required in the Financial bid should appear in a separate document and should be identified as the Financial bid. Financial bids 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 PRICE

3.4.1 Bidders must quote an all-inclusive Firm Price in Algerian Dinar (DZD) on the attached form Financial Proposal Form. The Firm Price must include, but not necessarily be limited to, all costs resulting from the performance of the Work as described in this RFP, all costs resulting from the



performance of any additional Work described in the Bidder's Proposal (unless clearly described as an option), all travel, living costs and all overhead costs including disbursements.

3.4.2 All payments will be made according to the terms of payment set out in the Draft Contract.

3.5 FIRM HOURLY RATES

3.5.1 Bidders must quote Hourly Rates in Algerian Dinar (DZD) on the attached form Financial Proposal Form. The Hourly Rates must include, but not necessarily be limited to, all costs resulting from the performance of the Work as described in this RFP, and all costs resulting from the performance of any additional Work described in the Bidder's Proposal (unless clearly described as an option).

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

3.5.3 All payments will be made according to the terms of payment set out in the Draft Contract.

3.6 CERTIFICATIONS

Section III: to be labeled "**Certifications**";

Bidders must submit the certifications required under ATTACHMENT 1 TO PART 3 – CERTIFICATIONS.



ATTACHMENT 1 TO PART 3 – CERTIFICATIONS

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

Canada's Representative will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Canada's Representative will render the bid non-responsive or constitute a default under the Contract.

A1 CERTIFICATIONS REQUIRED WITH THE BID

Bidders must submit the following duly completed certifications as part of their bid.

A1.1 INTEGRITY PROVISIONS – DECLARATION OF CONVICTED OFFENCES

In accordance with the Integrity Provisions of the Standard Instructions, all Bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

A2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, Canada's Representative will inform the Bidder 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 specified will render the bid non-responsive.

A2.1 INTEGRITY PROVISIONS – REQUIRED DOCUMENTATION

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

A2.2 STATUS AND AVAILABILITY OF RESOURCES

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with equal or higher qualifications and experience. The Bidder must advise Canada's Representative 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 Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder 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 Bidder must, upon request from Canada's Representative, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

A2.3 EDUCATION AND EXPERIENCE

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

A2.4 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, Bidders 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 bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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.



FORMER PUBLIC SERVANT IN RECEIPT OF A PENSION

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()
If so, the Bidder 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, Bidders agree that the successful Bidder'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](#).

WORK FORCE ADJUSTMENT DIRECTIVE

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

If so, the Bidder 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.

A2.5 SACC MANUAL CLAUSE A3080T – COVID-19 VACCINATION REQUIREMENT

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. The successful Bidder must ensure that the COVID-19 Vaccination Requirement Certification is true and accurate for the entire duration of the contract.

CERTIFICATION STATEMENT

By completing, signing and submitting this attachment, the Bidder certifies that the information submitted by the Bidder in response to Attachment 1 to Part 3 is accurate and complete.

Name & Signature of Authorized Individual

Date



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 EVALUATION AND SELECTION

- 4.1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- 4.1.2 An evaluation team composed of representatives of Canada will evaluate the bids.

4.2 TECHNICAL EVALUATION

Mandatory technical and point-rated technical evaluation criteria are included in ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA.

4.3 BASIS OF SELECTION

Basis of selection – Mandatory Technical Criteria

A bid must comply with all requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA

1.0 Mandatory Technical Criteria

The proposal must meet the following mandatory technical criteria. The Bidder must provide the necessary documentation to demonstrate compliance with this requirement.

Proposals that do not meet the mandatory technical criteria will be considered non-responsive. Each mandatory technical criterion must be treated separately.

MANDATORY TECHNICAL CRITERIA				
N°	DESCRIPTION	COMPLIANCE	Yes /No	Reference / Comments
M1	<p><u>Head Office</u></p> <p>The Bidder must demonstrate that they have a permanent head office located in Algeria, and that they are specialized in providing cleaning services and also authorized to provide such services.</p>	<p>Bidders must demonstrate that by providing clear copies of the following documents :</p> <ul style="list-style-type: none"> a) Trade Register; b) Bidder's Income Tax Assessment Certificate of the last three (03) months, with the mention "Does not appear on the national record of fraudsters"; c) Tax Identification Number (TIN); d) Social Security Updates Certificate; e) Bidder must indicate yes or no whether they will involve subcontractors; and f) Civic address of the head office in Algeria. g) A proof of the most recent affiliation to the CNAS of the proposed resources in the O2 part «Company's experience» h) A convention in effect with the work doctor. 		



MANDATORY TECHNICAL CRITERIA				
N°	DESCRIPTION	COMPLIANCE	Yes /No	Reference / Comments
M2	<p><u>Company experience</u></p> <p>Bidder must prove, by providing detailed project descriptions, having a minimum of 5 years of experience within the last 10 years providing cleaning services of a similar size and scope* as set out in Appendix A – STATEMENT OF WORK</p> <p>*Project of a similar size and scope is defined as having all of the following characteristics:</p> <ul style="list-style-type: none"> • A minimum period of 6 consecutive months; • A surface area of at least 2,000 m²; and • Premises of the same type or used for the same purposes as those identified in Appendix – A Statement of Work under Section 5.1 – Regular Services. 	<p>Bidder must provide information from 2 or more non-simultaneous cleaning contracts which, overall, has at least 5 years of experience.</p> <p>The information provided for each contract shall contain, at least;</p> <ol style="list-style-type: none"> Workplace (full address); A brief description of the works including the total surface (in m²) to be cleaned as well as types of premises; Start and end dates of contract (mm/yy to mm/yy); Name, email address, phone number and title of the reference client; and, A brief written satisfactory performance certificate signed by the reference client and issued within the last 5 years. The certificate must include a description of works, the start and end dates of works (mm/yy to mm/yy), as well as a statement confirming that the services were provided on time and to the client satisfaction. <p>Canada reserves the right to contact references to validate the experience.</p> <p>The information provided for each project must be sufficiently detailed to assess how work was related to the provision of cleaning services in a building of similar size and scope as set out in Appendix A – Statement of Work.</p>		



MANDATORY TECHNICAL CRITERIA				
N°	DESCRIPTION	COMPLIANCE	Yes /No	Reference / Comments
M3	<p><u>Site Manager Experience</u></p> <p>Bidders must prove that the manager of the proposed site has a minimum of 5 years of experience acquired during the last 10 years prior to the bid closing date, in managing a team of at least 4 employees in charge of providing building cleaning services.</p>	<p>Bidder must prove the proposed experience of the site manager by providing the following information (CV):</p> <ul style="list-style-type: none"> a) Name of the proposed resource; b) Name of the company or companies for which the proposed resource worked; c) A brief description of tasks and responsibilities for each experience listed; d) Number of people supervised by the proposed resource for each experience listed; and e) Start and end dates of each experience listed (mm/yy to mm/yy). <p>Bidder must provide a reference of the latest experience of the proposed resource.</p> <p>Reference information must include the following items:</p> <ul style="list-style-type: none"> 1. Name of the company; 2. Name and title of the reference; 3. Email address; and 4. Phone number. 		



MANDATORY TECHNICAL CRITERIA				
N°	DESCRIPTION	COMPLIANCE	Yes /No	Reference / Comments
M4	<p><u>Cleaners Experience</u></p> <p>Bidder must propose 5 cleaners each having a minimum of 2 years of experience acquired during the 5 years prior to the bid closing date to perform tasks associated with the building cleaning service.</p>	<p>Bidder must prove the experience of each proposed cleaner by providing the following information:</p> <ul style="list-style-type: none"> a) Name of the proposed cleaner; b) Name of the company or companies which the cleaner worked for; c) A brief description of tasks carried out by cleaner for each experience listed; and d) Start and end dates of each experience listed (mm/yy to mm/yy). <p>Bidder shall provide a reference of the latest experience of each proposed cleaner.</p> <p>Reference information must include the following items:</p> <ul style="list-style-type: none"> 1. Name of the company; 2. Name and title of the reference; 3. Email address; and 4. Phone number. 		



PART 5 - RESULTING CONTRACT CLAUSES

5.1 DEFINITIONS

In the Contract, unless the context otherwise requires:

"Applicable Tax" means any tax applicable in the jurisdiction of the Work;

"Bid" means Proposal, and the terms can be used interchangeably in this document;

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a proposal to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors;

"Canada", "Crown", "Her Majesty", the "Minister" or the "Government" means Her Majesty the Queen in right of Canada as represented by the Minister of Foreign Affairs and any other person duly authorized to act on behalf of that minister;

"Canada's Representative" means the person designated to act as Canada's agent and representative for the purposes of this Contract;

"Contract" means the Articles of Agreement, these general conditions, any supplemental general conditions, annexes and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time;

"Contractor" means the person, entity or entities named in the Contract to supply goods, services or both to Canada;

"Contract Price" means the amount stated in the Contract to be payable to the Contractor for the Work, exclusive of Applicable Taxes;

"Days" means continuous calendar days, including weekends and statutory holidays;

"Government Property" means anything supplied to the Contractor by or on behalf of Canada for the purposes of performing the Contract and anything acquired by the Contractor in any manner in connection with the Work, the cost of which is paid by Canada under the Contract;

"Party" means Canada, the Contractor, or any other signatory to the Contract and "Parties" means all of them;

"Signature" means either signed on paper, whether the original or an electronic copy of the signed paper is sent to the Contractor; and

"Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.

5.2 PRIORITY OF DOCUMENTS

The Parties agree to be bound by the following documents:

- (a) Articles of Agreement;
- (b) General Conditions [2035](#) (2021-12-02);



- (c) Statement of Work (Annex A);
- (d) Basis of Payment (Annex B);
- (e) Security Requirements Check List (Annex C);
- (f) Contractor's bid dated *yyyy-mm-dd*. (*Inserted at Contract award*)

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.

5.3 AUTHORITIES AND COMMUNICATION

5.3.1 Canada's Representative

Canada's Representative for this Contract is: (*Inserted at Contract award*)

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

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. The Contractor must not perform Work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than Canada's Representative.

5.3.2 Project Authority

The Project Authority for this Contract is: (*Inserted at Contract award*)

Name:
Title:
Department of Foreign Affairs, Trade and Development
Directorate:
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. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by Canada's Representative.

5.3.3 Communication and Notices

Any notice under the Contract must be in writing and may be delivered by hand, courier, mail, or e-mail. It must be sent to the Party for whom it is intended at the address stated in the Contract. Any notice will only be effective on the day it is received at that address. Any notice to Canada must be delivered to Canada's Representative.



5.3.4 Management of the Contract

Subject to the other provisions of this Article, Canada's Representative is responsible for the management of the Contract. Unless otherwise specified, no notice, instruction, authorization, refusal or other communication provided by Canada is valid under this Contract unless it is provided to the Contractor by Canada's Representative. Likewise, no notice, instruction, authorization, refusal or other communication to Canada made by the Contractor or on its behalf is valid unless it is made to Canada's Representative. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anyone other than Canada's Representative.

5.3.5 Contractor's Representative

The Contractor's Representative is: *(Inserted at Contract award)*

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

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

5.3.6 Amendment

To be effective, any amendment to the Contract must be done in writing and signed by Canada's Representative and the Contractor's Representative. Canada's right to exercise an Option Period is excluded from this signatures requirement.

5.3.7 Assignment

The Contractor must not assign the Contract without first obtaining Canada's written consent. Any assignment made without that consent is void and will have no effect. The assignment will be effective upon execution of an assignment agreement signed by the Parties and the assignee. Assignment of the Contract does not relieve the Contractor from any obligation under the Contract and it does not impose any liability upon Canada.

5.4 STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract 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.

5.5 GENERAL CONDITIONS

[2035](#) (2021-12-02), *General Conditions - Higher Complexity - Services*, apply to and form part of the Contract.



5.6 ENTIRE AGREEMENT

The Contract constitutes the entire and only agreement between the Parties and supersedes all previous negotiations, communications and other agreements, whether written or oral, unless they are incorporated by reference in the Contract. There are no terms, covenants, representations, statements or conditions binding on the Parties other than those contained in the Contract.

5.7 APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Ontario, Canada.

5.8 NUMBER AND GENDER

In these Articles of Agreement, the singular includes the plural and vice versa, and words importing the masculine gender include the feminine gender and the neuter, and vice versa.

5.9 POWERS OF CANADA / STATE IMMUNITY

All rights, remedies, powers and discretions granted or acquired by Canada under the Contract or by law are cumulative, not exclusive. Notwithstanding anything in this Contract, Canada does not waive any right or immunity that it has or may have by virtue of international or domestic law.

5.10 TIME OF THE ESSENCE

Time is of the essence. The Contractor must provide in a timely manner all components of the Work.

5.11 EXCUSABLE DELAY

5.11.1 A delay in the performance by the Contractor of any obligation under the Contract that is caused by an event that:

- is beyond the reasonable control of the Contractor;
- could not reasonably have been foreseen;
- could not reasonably have been prevented by means reasonably available to the Contractor;
- occurred without the fault or neglect of the Contractor;

will be considered an "Excusable Delay" if the Contractor advises Canada's Representative of the occurrence of the delay or of the likelihood of the delay as soon as the Contractor becomes aware of it. The Contractor must also advise Canada's Representative, within fifteen (15) working days, of all the circumstances relating to the delay and provide to Canada's Representative for approval a clear work around plan explaining in detail the steps that the Contractor proposes to take in order to minimize the impact of the event causing the delay.

5.11.2 Any delivery date or other date that is directly affected by an Excusable Delay will be postponed for a reasonable time that will not exceed the duration of the Excusable Delay.

5.11.3 However, if an Excusable Delay has continued for 30 Days or more, Canada's Representative may, by giving notice in writing to the Contractor, terminate the Contract. In such a case, the Parties agree that neither will make any claim against the other for damages, costs, expected profits or any other loss arising out of the termination or the event that contributed to the



Excusable Delay. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

5.11.4 Unless Canada has caused the delay by failing to meet an obligation under the Contract, Canada will not be responsible for any costs incurred by the Contractor or any of its subcontractors or agents as a result of an Excusable Delay.

5.12 SEVERABILITY

If any provision of the Contract is declared by a court of competent jurisdiction to be invalid, illegal or unenforceable, that provision will be removed from the Contract without affecting any other provision of the Contract.

5.13 SUCCESSORS AND ASSIGNS

The Contract is to the benefit of and binds the successors and permitted assignees of Canada and of the Contractor.

5.14 SURVIVAL

All the Parties' obligations of confidentiality and representations set out in the Contract as well as the provisions, which by the nature of the rights or obligations might reasonably be expected to survive, will survive the expiry or termination of the Contract.

5.15 PERFORMANCE OF THE WORK

5.15.1 Description of Work

The Contractor must perform the Work described in the Statement of Work at Annex A in accordance with the Contract.

5.15.2 Period of the Contract

The period of the Contract is from _____ to _____ inclusive. (*inserted at contract award*).

5.15.3 Option to Extend the Contract

The Contractor grants to Canada an irrevocable option to extend the term of the Contract by up to 3 additional 1 year option periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment at Annex B.

5.15.4 Exercise of Option to Extend

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 days before the expiry date of the Contract. The option may only be exercised by Canada's Representative, and will be evidenced for administrative purposes only, through a Contract amendment.



5.15.5 Independent Contractor

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

5.15.6 Conduct

The Contractor must:

- (a) perform the Work diligently and efficiently;
- (b) perform the Work with honesty and integrity;
- (c) except for Government Property, supply everything necessary to perform the Work;
- (d) select and employ a sufficient number of qualified persons;
- (e) perform the Work in accordance with standards of quality acceptable to Canada and in full conformity with the specifications and all the requirements of the Contract; and,
- (f) provide effective and efficient supervision to ensure that the quality of workmanship meets the requirements of the Contract.

5.15.7 Assigned Individuals

If specific individuals are identified in Annex A to perform the Work:

- (a) the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control;
- (b) the Contractor must obtain Canada's written approval, through Canada's Representative, before replacing, removing or adding an individual to the approved team, and, more specifically, before any services are rendered by such individual; and
- (c) the Contractor must not, in any event, allow performance of the Work by unauthorized replacement individuals.

5.15.8 Resources

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

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

5.15.9 Replacements

Canada may order that a replacement individual stops performing the Work. In this case, the Contractor must immediately comply with the order and secure a further replacement in accordance with section *Assigned Individuals*. The fact that Canada does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

5.15.10 Compliance with Local Law

In the performance of Services under this Contract, the Contractor will comply with all applicable provisions of the laws in force in Algiers, Algeria.



5.15.11 Inspection and Acceptance

All the Work is subject to inspection and acceptance by Canada. Inspection and acceptance of the Work by Canada do not relieve the Contractor of its responsibility for defects or other failures to meet the requirements of the Contract. Canada will have the right to reject any work that is not in accordance with the requirements of the Contract and require its correction or replacement at the Contractor's expense.

5.15.12 Security Requirements

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

- 5.15.12.1** At missions abroad, the Contractor and/or all other personnel involved in the work shall hold a valid personnel security screening level of **RELIABILITY STATUS** for work to be performed in the Mission, Official Residence (OR) or Staff Quarters (SQ). The Contractor and/or all other personnel involved in the work must be properly supervised on the premises of the Mission, OR or SQ. Access to the restricted zones of the Mission may only be granted under the escort and constant supervision of a member of the Canada-based staff (CBS). Failure to obtain the Reliability Status would render the Contract null and void. The minimum security screening level required is granted by the Mission Security Officer or other CBS authorized by the Head of Mission in accordance with the procedures outlined in the Personnel Security Screening Reference Guide for Mission Managers. Missions requesting a security clearance for Contractors to perform work in restricted zones of the Mission or to access classified information/assets must consult with Security Operations and Personal Safety Division (ISR) and Corporate Security Division (ISC).
- 5.15.12.2** If the **Contractor** breaches Sub-paragraph (1) above, DFATD shall terminate this Contract immediately without notice or any further obligation to the **Contractor**. The **Contractor** shall immediately refund to the Receiver General of Canada via DFATD all unspent funds provided under this Contract

5.15.13 Green Procurement

- 5.15.13.1** The Contractor 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.
- 5.15.13.2** The Contractor 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.

5.16 CERTIFICATIONS

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue,



whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

5.17 HEALTH AND SAFETY

Contractor must comply with all requirements of applicable Canadian (federal, provincial, municipal), foreign and local environmental, health and safety laws and regulations. The Contractor must follow the prevention and infection control measures of the workplace or put in place by the Canadian mission (i.e. practise physical distancing, practise proper hand washing, avoid touching face with unwashed hands, etc.) and follow the proper protocols to complete the required work such as utilizing the appropriate equipment and personal protective equipment (PPE) as necessary. The Contractor is responsible for all costs associated with the compliance to protective measures and any other costs related to the general health and safety of its employees and agents.

5.18 PAYMENT TERMS

5.18.1 Basis of Payment

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

5.18.2 Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

5.18.3 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 the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work performed has been accepted by Canada.

5.18.4 Audit

Any amount paid or claimed under the Contract is subject to government audit both before and after payment is made. The Contractor must keep proper accounts and records of the cost of performing the Work and keep all documents relating to such cost for 6 years after it receives the final payment under the Contract.



5.18.5 Invoicing Instructions

5.18.5.1 The Contractor must ensure that each invoice it provides to Canada

- (a) is submitted in the Contractor's name;
- (b) is submitted each month do so for each delivery or shipment;
- (c) only applies to the Contract;
- (d) shows the date, the name and address of the Project Authority, the description of the Work and the Contract number;
- (e) details the claimed fees and disbursements, if applicable, in accordance with the Basis of Payment, exclusive of Applicable Taxes;
- (f) sets out Applicable Taxes, such as the Contractor's output VAT, as a separate item along with corresponding registration numbers from the tax authorities;
- (g) identifies all items that are zero-rated, exempt from Applicable Taxes or to which it does not apply.

5.18.5.2 By submitting an invoice, the Contractor certifies in each case that the invoice is consistent with the Work delivered and is in accordance with the Contract.

5.18.6 Discrepancies

If the contents of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within 15 Days of the invoice receipt. The 30-Day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within 15 Days will only result in the date specified in subsection 16 of [2035](#) (2021-12-02) *General Conditions - Higher Complexity - Services*, to apply for the sole purpose of calculating interest on overdue accounts.

5.18.7 Termination Payments

If a termination for convenience notice is given pursuant to section 30 of [2035](#) (2021-12-02) *General Conditions - Higher Complexity - Services*, the Contractor will be entitled, in accordance with the Basis of Payment (Annex B), to be paid only the amounts that have been reasonably and properly incurred to perform the Contract to the extent that the Contractor has not already been paid or reimbursed by Canada. Under no circumstance will Canada be liable to the Contractor for early termination of this Contract.

5.18.8 Remittance to appropriate tax authority

The Contractor agrees to remit to the appropriate government tax authority any amount of applicable tax legally required to be remitted by the Contractor, pursuant to applicable tax laws.

5.19 SUSPENSION AND INFRACTION

5.19.1 Suspension of the Work

Canada may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so.



5.19.2 Infraction

Canada may terminate this Contract or reduce or suspend any payments under it if the Contractor fails to honour the provisions in the section titled *Governance and Ethics*.

5.20 INSURANCE TERMS

5.20.1 Insurance at Discretion of Contractor

The Contractor 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 Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

5.21 GOVERNANCE AND ETHICS

5.21.1 Conflict of Interest and Values and Ethics Codes for the Public Service

The Contractor acknowledges that individuals who are subject to the provisions of the Conflict of Interest Act (S.C. 2006, c. 9, s. 2), the Conflict of Interest Code for Members of the House of Commons, the Values and Ethics Code for the Public Service, Code of Conduct for Canadian Representatives Abroad or all other codes of values and ethics applicable within specific organizations cannot derive any direct benefit resulting from the Contract. The Contractor will notify Canada in writing of any situation, of which the Contractor is or becomes aware, in which one of the Contractor's agents, employees or contractors derives, or is in a position to derive, an unauthorized benefit.

5.21.2 Incapacity to Contract with the Government

The Contractor certifies that no one convicted under any of the provisions under subsection (a) or (b) are to receive any benefit under the Contract. In addition, the Contractor certifies that except for those offences where a criminal pardon or a record suspension has been obtained or capacities restored by the Governor in Council, neither the Contractor nor any of the Contractor's affiliates has ever been convicted of an offence under any of the following provisions:

- (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 Canadian Financial Administration Act (R.S.C. 1985, c. F-11); 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 (R.S.C. 1985, c. C-46); or
- (c) section 462.31 (Laundering proceeds of crime) or sections 467.11 to 467.13 (Participation in activities of criminal organization) of the Criminal Code of Canada (R.S.C. 1985, c. C-46); or
- (d) 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 Canadian Competition Act (R.S.C. 1985, c. C-34); or
- (e) section 239 (False or deceptive statements) of the Canadian Income Tax Act (R.S.C., 1985, c. 1 (5th Supp.)); or
- (f) section 327 (False or deceptive statements) of the Canadian Excise Tax Act, (R.S.C., 1985, c. E-15); or
- (g) section 3 (Bribing a foreign public official) of the Canadian Corruption of Foreign Public Officials Act (S.C. 1998, c. 34); or



- (h) section 5 (Trafficking in substance), section 6 (Importing and exporting), or section 7 (Production of substance) of the Canadian Controlled Drugs and Substance Act (S.C. 1996, c. 19); or
- (i) any provision under the local law having a similar effect to the above-listed provisions.

5.21.3 Anti-Terrorism

Consistent with numerous United Nations Security Council resolutions, including S/RES/1267 (1999) concerning Al Qaida and the Taliban, and associated individuals and entities, both Canada and the Contractor are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. The Contractor 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. Furthermore, the Contractor 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.

5.22 DISPUTE RESOLUTION

5.22.1 Discussion and Negotiation

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

5.22.2 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) 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.



ANNEX A – STATEMENT OF WORK

TITLE

Cleaning Services at the Embassy of Canada in Algeria.

1. INTRODUCTION

The Embassy of Canada in Algeria, hereinafter referred to as “Mission”, requires cleaning services for its representational space, the work spaces occupied by the staff as well as the common areas of the mission.

2. BACKGROUND

The Department of Foreign Affairs, Trade and Development (DFATD) has 178 diplomatic and consular missions within 112 countries. The mission which is located in a diplomatic complex of approximately 7 hectares in the city of Algiers requires cleaning services in the following areas:

- Main entrance (Gate);
- Chancery building;
- An annex and garage;
- 7 Canadian employees' accommodations;
- Staff changing rooms;
- 6 buildings (2 guest houses, 1 Club, 1 Gym and 1 fitness room);
- 2 apartments rented outside the complex.

Occasionally and according to the needs of the Mission, the contractor will have to perform tasks to answer requests for additional cleaning according to the programs and events of the Mission.

3. OBJECTIVE

The contractor shall provide cleaning and disinfection services in our main buildings at our diplomatic complex according to the industry standards in order to maintain suitable and safe workplace conditions for its employees and occupants. Services must be conducted in a responsible and environmentally friendly manner, using non-corrosive cleaning and disinfection products.

4. SCOPE OF WORK

The Contractor shall provide cleaning services to the Mission, including personnel, supervision, equipment, materials, tools and products as well as any other item related to the execution of works and must be exempted only from items specifically mentioned in this statement.

The work must be conducted over various periods: daily, weekly, semi-monthly, monthly, bimonthly, quarterly, semi-annual or annual.



5. TASKS/REQUIREMENTS

This section covers the detailed requirements in terms of grounds maintenance services. It is intended to provide guidelines for the work that is to be performed and is not intended to be an exhaustive list of instructions.

5.1. REGULAR SERVICES

The contractor must complete the following tasks and according to the identified frequencies.

Main Entrance (Gate)

Main entrance : <ul style="list-style-type: none"> • Waiting room • CCTV control room • Consular Cashier • Interview room 	Daily	Weekly	Semi-monthly	Monthly	Bimonthly	Quarterly	Semi-annual	Annual
Emptying bins according to the selective sorting of waste	X							
Wet wiping and disinfection of furniture	X							
Wiping and disinfection of display stand	X							
Removal of stains/marks on interior and exterior glass doors	X							
Dusting and vacuuming the seats and armchairs	X							
Wet wiping and disinfection of telephones	X							
Dusting the windowsills	X							
Wiping/disinfection of doors handles	X							
Wiping the outside bins	X							
Cleaning and disinfection of the inside of bins		X						
Dusting the Air Conditioners	X							
Dusting the baseboards	X							
Wiping tables and seats footings		X						
Wet wiping flower pots				X				
Cleaning vertical parts of furniture				X				
Dusting glass walls				X				
Vacuuming the stain-resistant and cocoa mats	X							
Damp mopping the floor	X							
Floor washing	X							
Wet cleaning and disinfection of seats and armchairs		X						
Steam cleaning of seats and armchairs				X				
Deep cleaning the floor				X				



Sanitary facilities

	Daily	Weekly	Semi-monthly	Monthly	Bimonthly	Quarterly	Semi-annual	Annual
<p>Main entrance (Gate):</p> <ul style="list-style-type: none"> • Guard room: 4 • Annex: 4 <p>Chancery:</p> <ul style="list-style-type: none"> • Outdoor: 2 • Basement: 1 (Shower only), • Ground floor: 5 • Floors: 3 • Garage drivers room: 1 <p>Pool & gym</p> <ul style="list-style-type: none"> • See Section « Sanitary facilities by the swimming pool » • See Section « Gym & Fitness room » 								
Emptying bins according to the selective sorting of waste	X							
Restocking of consumable (toilet paper, paper towel, liquid hand soap)	X							
Checking that distributors and other equipment are working properly	X							
Emptying bins	X							
Inside and outside cleaning and disinfection of bins	X							
Cleaning and disinfection of interior and exterior toilet bowls, tanks, flush and seats	X							
Polishing and disinfection of taps	X							
Cleaning and disinfection of sinks	X							
Cleaning and disinfection of sink worktops	X							
Cleaning and disinfection of sanitary ware	X							
Polishing mirrors	X							
Cleaning and disinfection of hard floor	X							
Wiping and disinfection of doors handles	X							
Wiping and disinfection of switches	X							
Descaling of toilet bowls and sinks		X						
Wiping the wall tiles		X						
Wiping the air vents				X				
Cleaning both doors (both sides)							X	
Cleaning door frames							X	
Floor tile stripping							X	
Cleaning and disinfection of shower	X							



Chancery reception

Chancery reception (Main building) See section « Sanitary Facilities » for both sanitary facilities in this area.	Daily	Weekly	Semi-monthly	Monthly	Bimonthly	Quarterly	Semi-annual	Annual
Emptying bins according to the selective sorting of waste	X							
Wet wiping and disinfection of furniture	X							
Wiping and disinfection of display stand	X							
Removal of stains on interior and exterior glass doors	X							
Dusting and vacuuming the seats and armchairs	X							
Wet wiping and disinfection of telephones	X							
Dusting the windowsills	X							
Wiping/disinfection of doors handles	X							
Wiping the outside bins	X							
Cleaning and disinfection of the inside of bins	X							
Dusting the Air Conditioners	X							
Dusting the baseboards	X							
Wiping tables and seats footings		X						
Dusting the open shelves		X						
Dusting the top of open shelves				X				
Cleaning vertical parts of furniture				X				
Dusting the glass walls				X				
Vacuuming the stain-resistant and cocoa mats	X							
Mopping and washing the floor	X							
Cleaning the door frames					X			
Wet cleaning and disinfection of seats		X						
Steam cleaning of seats and armchairs				X				
Deep cleaning the floor				X				
Tile floor cleaning				X				
Cleaning the air vents				X				
Wet cleaning the glass surfaces				X				
Wet cleaning the window blinds				X				
Full cleaning and disinfection of bins		X						



Offices

	Daily	Weekly	Semi-monthly	Monthly	Bimonthly	Quarterly	Semi-annual	Annual
Chancery: • Basement: 2 offices • Ground floor: 16 offices • Floor: 10 offices								
Conference room: • See section « Conference room »								
Emptying bins according to the selective sorting of waste	X							
Wet wiping and disinfection of furniture	X							
Wiping and disinfection of worktops		X						
Dusting the telephones		X						
Wet wiping and disinfection of phone handsets		X						
Wiping and disinfection of doors handles		X						
Dusting the windowsills		X						
Dusting and vacuuming the seats and armchairs		X						
Inside and outside wiping and disinfection of bins		X						
Wiping tables and seats footings		X						
Dusting the Air Conditioners		X						
Wet wiping and disinfection of switches		X						
Cleaning vertical parts of furniture		X						
Dusting the cupboards tops				X				
Cleaning door frames							X	
Damp mopping the floor		X						
Cleaning the air vents				X				
Wet cleaning the glass surfaces						X		
Wet cleaning the window blinds						X		
Full cleaning of bins		X						

Conference room

	Daily	Weekly	Semi-monthly	Monthly	Bimonthly	Quarterly	Semi-annual	Annual
Chancery, large table and several chairs								
Emptying bins according to the selective sorting of waste	X							
Wet wiping and disinfection of furniture	X							
Wiping and disinfection of display stand	X							
Dusting and vacuuming the seats and armchairs	X							
Wet wiping and disinfection of telephones	X							
Dusting the windowsills	X							
Wiping and disinfection of doors handles		X						
Wiping the outside bins		X						



Dusting the walls and baseboards		X						
Wet cleaning the walls and baseboards							X	
Wiping tables and seats footings		X						
Wet wiping the flower pots				X				
Cleaning vertical parts of furniture				X				
Dusting the glass walls	X							
Vacuuming the stain-resistant and cocoa mats	X							
Damp mopping the floor	X							
Floor washing				X				
Wet cleaning the window blinds				X				

Common areas, corridors, stairs and elevators

Chancery: • 2 stairs • 1 elevator • 1 entrance hall	Daily	Weekly	Semi-monthly	Monthly	Bimonthly	Quarterly	Semi-annual	Annual
Emptying bins according to the selective sorting of waste	X							
Emptying and cleaning shredders	X							
Cleaning the exterior of photocopiers	X							
Removal of stains/marks on doors, if needed	X							
Removal of stains on glass surfaces		X						
Wiping the flower pots		X						
Wiping the fire extinguishers			X					
Dusting and vacuuming the seats and armchairs		X						
Dusting the windowsills		X						
Dusting the baseboards		X						
Wet wiping of switches		X						
Cleaning doors on both sides				X				
Cleaning door frames				X				
Vacuuming the stain-resistant and cocoa mats		X						
Damp mopping the floor		X						
Floor washing		X						
Cleaning vertical parts of furniture		X						



Gym and Fitness room

	Daily	Weekly	Semi-monthly	Monthly	Bimonthly	Quarterly	Semi-annual	Annual
The Gym room is located in the Chalet 4: • Large room and sanitary								
The Fitness room (Yoga) is located in the Guard old facilities: • Large room								
Emptying bins according to the selective sorting of waste	X							
Removal of stains on interior and exterior glass doors	X							
Wiping and disinfection of doors handles	X							
Wet wiping of mirrors	X							
Dusting Gym equipment	X							
Dusting the furniture	X							
Wet wiping and disinfection of switches	X							
Cleaning doors on both sides				X				
Cleaning door frames				X				
Vacuuming the mat	X							
Damp mopping the floor	X							
Vacuuming areas unreachable to sweep	X							
Floor washing		X						
Gym washing laundry		X						
Washing interior and exterior windows (Fitness room)		X						
Washing interior and exterior windows (Gym room)			X					

The Chalet Club

	Daily	Weekly	Semi-monthly	Monthly	Bimonthly	Quarterly	Semi-annual	Annual
The Chalet Club is located in the Chalet 3								
Emptying bins according to the selective sorting of waste		X						
Removal of stains/marks on doors and windows		X						
Wiping and disinfection of doors handles		X						
Wet wiping the mirrors		X						
Dusting the furniture		X						
Cleaning doors on both sides		X						
Cleaning door frames		X						
Damp mopping the floor		X						
Vacuuming areas unreachable to sweep		X						
Floor washing		X						
Washing-up		X						



Kitchen (Chancery)

<p>Kitchen is located in the chancery</p> <ul style="list-style-type: none"> • Countertops: 2 • Kitchen appliances <p>Washing-up is not part of the regular services.</p>	Daily	Weekly	Semi-monthly	Monthly	Bimonthly	Quarterly	Semi-annual	Annual
Emptying bins according to the selective sorting of waste	X							
Removal of stains/marks on doors and windows	X							
Wiping and disinfection of doors handles	X							
Cleaning and disinfection of tables	X							
Dusting the furniture		X						
Cleaning doors on both sides		X						
Cleaning door frames		X						
Damp mopping the floor	X							
Vacuuming areas unreachable to sweep		X						
Floor washing		X						

Sanitary facilities by the swimming pool

<p>The sanitary facilities are located in a small cabin next to the swimming pool:</p> <ul style="list-style-type: none"> • A shower room • Shower: 1 • Sink: 1 • Toilet: 1 <p>Clean-up shall be conducted on the last day of the week before the weekend and on the first day of the working week.</p>	Daily (Twice a week)	Weekly	Semi-monthly	Monthly	Bimonthly	Quarterly	Semi-annual	Annual
Emptying bins according to the selective sorting of waste	X							
Restocking of consumable (toilet paper, paper towel, liquid hand soap)	X							
Inside and outside cleaning and disinfection of recycling bins	X							
Cleaning and disinfection of interior and exterior toilet bowls, tanks, flush and seats	X							
Cleaning and disinfection of sinks	X							
Cleaning and disinfection sink worktops	X							
Cleaning and disinfection of sanitary ware	X							
Polishing mirrors	X							
Wiping and disinfection of doors handles	X							
Descaling of toilet bowls and sinks			X					
Wiping the wall tiles			X					
Wiping and dusting the air vents				X				
Floor washing	X							
Shower cleaning and disinfection	X							
Toilet bowls cleaning and disinfection	X							



5.2. AS AND WHEN REQUESTED SERVICES

Other services not included in section 5.1 – **Regular Services** may be required on an "As and When Requested Basis".

These services could include, but not limited to cleaning services of unforeseen nature, special events or any other requirements in excess of the Regular Services requirement.

Additional resource(s) may be requested on an "As and When Requested" basis using a Service Authorization form (SA) - see sample under **Attachment 1 to Annex B – Service Authorization Form**.

Such resource(s) may be required at any time given time, including before and/or after regular work hours identified in section 5.3 – **Working Hours**.

5.2.1 Service Authorization process:

1. When these services are required, the Project Authority will provide the Contractor with a "SA" form, containing the following information:
 - the SA number;
 - type of resource;
 - date, start time, end time, and total hours required for each resource;
 - special instructions (if required); and,
 - name and signature of the project authority.
2. Upon receipt of the SA, the Contractor must provide the Project Authority, within 48 hours, the signed SA confirming that the resource(s) have been assigned. These services will be paid in accordance with the terms and conditions identified in **Annex B – Basis of Payment** for the "**As and When Requested Services**".
3. Work cannot commence until a SA has been authorized in accordance with the conditions of the contract. The Contractor acknowledges that any work performed before an SA has been received will be done at the Contractor's own risk and expenses.
4. Once the work will be completed, the Contractor will immediately notify the Project Authority in order for him/her to acknowledge the completion of the work and to perform an inspection of the work.

In some cases, Mission could provide specific products or equipment to the task to be completed. It could be for instance, Steam cleaner for sofas, curtains and mats, suitable stain removers and cleaners, etc. In all these cases, the Contractor must ensure the proper use of the equipment provided by the Mission.

5.3. WORKING HOURS

Working hours are:

- Sunday to Wednesday from 7:30 am to 4:00 pm which include a 30-minute meal break; and
- Thursdays from 7:30 am to 1:00 pm which doesn't include a meal break.

The Project Manager reserves the right to modify the hours/days of work temporarily or permanently. If this is the case, he will notify the Contractor in writing, within a reasonable time frame.

The number of public holidays is currently set at eleven (11) days annually and is in effect for all employees of the Embassy of Canada in Algeria. They do not always correspond to public holidays which are in force



in Algeria. A list of the Mission's annual leave for each year will be provided to the Contractor before the beginning of each calendar year.

5.4. ADDITIONAL INSTRUCTIONS

Beyond the requirements identified in section **5.1 - Regular Services** and **5.2 – As and When Requested Services**, the Contractor must follow the following instructions when performing the works;

Put furniture, home appliances and any other item back in place while clean-up.

Reconnect all unplugged electrical appliances to allow the cleanup unless otherwise advised.

The Contractor shall be responsible for the selective sorting of waste according to standards and as practiced by the Mission.

Rectify consistently all unusual situations, such as cleaning after an event or any other situation as requested by the Project Manager.

The Contractor must communicate to the Project Manager any damage observed with the sanitary equipment.

The Contractor must not complete any work not specified in this contract without the written approval of the Project Manager.

5.5. RESTRICTED AREAS

Only cleaners, who have been granted a security clearance, will be able to move outside the buildings and in certain specified areas.

Cleaners must not be allowed to access certain restricted areas without being invited and must be escorted at all times by a staff appointed by Mission.

Cleaners are not authorized to provide cleaning services in Canadian private accommodation even outside normal working hours or during weekends except when requested in writing by the Project Manager.

5.6. EXCLUDED ITEMS

- Computers and associated equipment;
- Audio/visual equipment;
- Kitchen accessories;
- Works of art (includes paintings and sculptures);
- Drawers and cupboards (unless specifically mentioned);
- Coffee vending machines;
- Tableware;
- Kitchen appliances and cupboards (unless specifically mentioned);
- Washing of inaccessible exterior glass surfaces that must use specialized equipment to reach them.



5.7. CLEANING MATERIALS AND PRODUCTS

Contractor must supply and replace all products and materials in order to perform the work except those that are identified as being supplied by the Mission.

Contractor must notify the Project Manager when stocks of products and materials provided by the Mission have to be replenished, and before the stocks run out.

Cleaning products used must be non-corrosive in addition to respecting the environmental rules of Algeria.

Contractor must handle and store all chemicals and cleaning products in a safe manner, in compliance with applicable Algerian Standards, particularly Executive Decree [no 16-299](#) of November 23rd, 2016, laying down conditions and terms for the use of the materials and articles intended to be brought into contact with foodstuffs as well as cleaning products for these materials.

Contractor must provide a complete description for all products and materials used and ensure that they have obtained the approval of Project Manager before using them.

Project manager reserves the right to refuse certain products and materials. In such a case, Contractor will have to offer an alternative product.

Only products and materials approved by the Project Manager must be authorized.

5.7.1 Suggested cleaning products and materials

The following list is not exhaustive and is given as a suggestion of cleaning products and materials which can be used;

- Non-corrosive floor cleaner:
 - Dermohygiene lab range 5kg- F80 Cherry, F-200, F-100, Bril Mop, Star Gres, Super Swing);
 - Anios laboratory, floor cleaner 3 IN 1 PREMIUM CITRUS FRAGRANCE;
 - Torvan concentrate FD from KIEHL Laboratory.
- Cleaning product for sanitary ware that is disinfectant but not corrosive;
- Non-corrosive degreasing product;
- Non-corrosive cleaning and disinfectant product for toilets, lavatory and kitchen sinks:
 - CLEANTOT WC Dermohygiene lab range, CLEANTOT DESCAL;
 - Anios laboratory: PERMIUM SANITARY DISINFECTANT CONCENTRATE 5 in 1;
 - Sanikal Alkaline sanitary cleaner from KIEHL Laboratory.
- Non-corrosive cleaning and disinfectant product for all surfaces such as desks, tables, door handles, etc...;
 - ANIOS laboratory: PREMIUM MULTISURFACE DISINFECTANT CLEANER;
 - Presto from KIEHL Laboratory;
 - Limtot 5L from Labo Dermohygiène.
- Non-corrosive cleaning and disinfectant product for wall tiles (e.g sanitary):
 - CLEANTOT WC Dermohygiene lab range, CLEANTOT DESCAL;
 - Anios laboratory: PERMIUM SANITARY DISINFECTANT CONCENTRATE 5 in 1;
 - Sanikal alkaline sanitary cleaner from KIEHL Laboratory.
- Cleaning product for fabric/leather seats or armchairs:
 - Holts (fabrics and carpets);
 - Abro Pack 3 fabric cleaner;
 - X-Spray by Anios.



- Glass cleaner:
 - Action, Amir, Ajax, Wiz, Brilex... etc;
 - Image of the Dermohygiène laboratory.
- Sponges (must be changed regularly);
- Cloths without lint (must be cleaned and/or replaced regularly);
- Paper towels;
- Dish soap (Isis, Test, Fairy);
- Steel wool;
- Plastic garbage bags of various sizes including transparent bags for shredded paper;
- Buckets;
- Mops (different forms);
- Rainbow floor squeegee (different forms);
- Dust pan.

5.7.2 Products and materials provided by the Mission

- Toilet paper;
- Soap for dispensers (sanitary);
- Paper towel for dispensers (sanitary);
- Air freshener (sanitary);
- Washing machine product; and
- Bleach.

5.8. CLEANING EQUIPMENT

Contractor must provide all brooms, dust pans, mops, tea towels, dusters, mops, brushes, sponges, work gloves, bucket and any other cleaning equipment used by the cleaning team.

Contractor must provide a minimum of 5 vacuum cleaners including 2 industrial vacuum cleaners and three 3 household vacuum cleaners.

Contractor shall provide at least 3 cleaning trolleys. The size and type of trolleys used must be accepted by the Project Manager.

Contractor must provide mechanical sweeper (single disc machine), steam cleaners, carpet cleaner, as well as all other electrical equipment used by the cleaning team.

Contractor must ensure that the equipment is always clean. Sponges, tea towels, brushes, sponges and any other used equipment that gets dirty quickly must always be clean and replaced as needed.

Contractor must ensure that all equipment used to perform the work is in good condition, by performing periodic testing of the equipment on site. The Project Manager reserves the right to decide that a device is unsafe, inappropriate or defective, and to remove it from service. Contractor must therefore provide replacement equipment for commercial use.

Repairs or replacement of equipment are at the expense of the Contractor.

Contractor must provide a complete description for all equipment used and ensure that they have obtained the approval of the Project Manager before using them.



Project Manager reserves the right to refuse certain equipment. In such a case, the Contractor has to offer alternative equipment.

Only equipment approved by the Project Manager must to be authorized.

5.9. CONTRACTOR'S PERSONNEL

Contractor must be able to have a team of at least five 5 cleaners and 1 site manager that are to be on site at all times within the identified hours in section **5.3 – Working Hours**.

Contractor will be required, at any time during the contract terms, to provide the necessary administrative records for the establishment of the safety clearances for the five 5 cleaners.

In addition, contractor must submit administrative records of 2 other reserve cleaners.

A cleaner who shall be absent for any reason including sick leave or leave related to death must be replaced by one of the two reserve cleaners who have previously obtained the necessary security clearances required.

Contractor must demonstrate that he can use MS Office in order to be able to communicate by email with the Project Manager or any other representatives of the Mission, so as to be able to communicate effectively, orally and in writing either in French or in English.

5.9.1 Uniforms

Contractor shall provide adequate uniforms for cleaners at his own expense.

The choice of uniforms must reflect both the image of Canada and that of the contractor and must clearly display the company name and logo/crest.

They must always be clean and in good condition and replace as needed or at the request of the Project Manager.

The initial choice of uniforms and any modifications during the course of the contract must be accepted by the Project Manager before their use.

5.9.2 Behavior

Contractor is responsible that all cleaners project a positive and representative image of Canada, have a courteous and professional attitude, be polite and exercise good citizenship at all times.

Some Canadians and their families remain permanently within the confines of the diplomatic complex. The Contractor must ensure that all cleaners respect the privacy of Canadian families at all times.

In the event that the Project Manager reports that a cleaner behaves inappropriately, the Contractor must take all actions to remedy the situation.

The Project Manager reserves the right to refuse access to a cleaner. In this case, the Contractor is responsible for finding a replacement that must be accepted by the Project Manager.



5.9.3 Other

Cleaners will have to submit to the security procedures required by the Mission. Personal forms must be completed by each cleaner.

Cleaners must adhere to the policies related to safety which will be explained at the start of the contract.

All vehicles entering the diplomatic complex of the Mission are subject to search.

Cleaners must wear the badges provided by the Mission at all times.

Badges are strictly personal and cannot be loaned to anyone else.

The accommodations of Canadians living on the complex are private areas. No cleaner can be present there without being invited.

Any deviations from the security rules will not be tolerated by the Mission.

Photography is strictly prohibited inside the Mission complex, both inside and outside the buildings.

Cleaners must never talk about what they have seen or heard or give the names of visitors either orally or on social media.

It is strictly forbidden for cleaners to use facilities such as the gym, fitness room or swimming pool.

Cleaners must become familiar with basic safety instructions such as the use of fire extinguishers. Information sessions will be given at the start of the contract and during the term of the contract.

6. DELIVERABLES

Contractor must, within the first 7 days of award the contract, provide a detailed schedule of the work program to its employees as well as a copy to the Project Manager taking into account the frequencies as specified in the task lists in section **5.1 – Regular Services**.

Contractor must meet quality standards for cleaning, hygiene and safety. These standards will be verified by the Project Manager to ensure their compliance for the duration of the contract. Therefore, random inspections will be carried out and the contractor's representative may, upon request, be present.

Cleaners will be subject to a daily check-in established and maintained by the site manager designated by the Contractor.

Contractor must set up an operations log. This log will be used to record all requests, claims, deficiencies or other situations observed and relating to cleaning activities. Remedial measures must also be recorded and the log must be available, on site, for consultation by the Project Manager at all times.

The site manager appointed by the Contractor must meet with the Project Manager on a regular basis so that everyone can be aware and up to date regarding clean-up activities.

7. CONSTRAINTS

Contractor and his staff must do their utmost to prevent any proven damage. In the event of misconduct, whether or not resulting in loss or financial burden for the Mission, the Contractor may take appropriate



action against the errant staff in consultation with the Project Manager. However, the latter cannot be held responsible for conflicts resulting from disciplinary measures taken against errant staff. The Contractor must terminate/replace any employee in accordance with the Project Manager's instructions.

The Mission shall not be responsible for any loss or damage to equipment, supplies, materials or personal effects brought or left on Mission premises by the Contractor's employees.

It must be noted that the Mission maintains a strict policy applicable without any exception, concerning the use of all tobacco products including electronic cigarettes. Therefore, smoking is prohibited in all premises located in the diplomatic complex of the Mission as well as those outside the diplomatic complex. Smoking is permitted outside as long as the smoker is more than 30 feet from a door or window and the smoke does not disturb others nearby.

Canadian personnel and their families remain on the grounds of the diplomatic complex. Everyone is asked to respect their private lives.

8. LANGUAGE OF WORK

Cleaners must be able to communicate orally in French or English in a functional manner.

The site manager must be able to read, write and communicate orally in French or English easily and seamlessly.

9. TRAVEL REQUIREMENTS

As needed, cleaners may be requested to travel to one of our accommodations located outside the diplomatic complex of the Mission. In such cases, transport will be provided by the Mission.

10. GOVERNMENT-FURNISHED EQUIPMENT/INFORMATION

Mission will provide space that can be used to store cleaning products and equipment used by the Contractor as well as a dedicated room for the Contractor.

Contractor is responsible for keeping these spaces clean at all times, free from any debris, fire hazard and any other potential accident hazard.

Contractor is also solely responsible for establishing safety rules for his cleaners to maintain this space as well as the equipment and other material located in this space.

Washers (washing machine) and dryers (tumble dryer).

The Mission will provide keys and access cards to contractor's employees requiring access to the sites and which must be protected at all times. It will have to be agree on with the project manager if the keys must remain at the mission after each working day. In the event that this equipment is lost, the contractor must notify the project manager immediately. The contractor may be required to defray costs associated with loss of equipment such as replacement of locks and keys.

Parking space is generally available on the diplomatic complex grounds except during special events.



11. LOCATION OF WORK

Works will be carried out at the Diplomatic Complex of the Embassy of Canada in Algeria, located at 18 Mustapha Khalfa Street, Ben Aknoun, Algiers.

12. TERMINOLOGY

Terms used in this Statement of Work are defined in this section:

Emptying according to selective sorting of bins:

- Paper and cardboard, plastic and plastic water bottles as well as other waste shall be sorted according to the sorting guidelines in force at the Mission;
- Specific collection areas to the type of sorting are located in the basement of the chancery.

Wet wiping and disinfection of furniture:

- Use of a damp cloth with a neutral stain remover and a disinfectant.

Cleaning the vertical parts of furniture:

- Use of a damp cloth with neutral stain remover as necessary.

Dusting the open shelves:

- Use of a non-abrasive dust removal;
- Make sure that the dust in the corners is well removed;
- The shelves shall not be emptied by cleaners.

Dusting the cupboards top:

- Use of a non-abrasive dust removal;
- Removal of the cupboards top for dusting is not required.

Wet cleaning the glass surfaces:

- Use of a window cleaning product;
- Carefully wipe to remove all visible stains/marks;
- Wet cleaning the exterior glass surfaces must be conducted for surfaces that are easily accessible and as indicated in the list of tasks in section **5.1 - Regular services**.

Full cleaning and disinfection of bins:

- Use of a cleaning and disinfection product;
- Thoroughly clean the inside and outside of the bins;
- Ensure that all materials stuck on both inside and outside of the bins are well dislodged.



Wet cleaning of blinds:

- Vacuum at a low speed to remove dust if necessary;
- Clean the blinds with a damp cloth;
- Use only clean water to dampen the cloth to avoid stains on the blinds.

Wet dusting and disinfection of gym equipment:

- Clean with a damp cloth with a disinfectant;
- Do not move the equipment.

Washing of gym clothes:

- Towels and tea towels shall be cleaned.

Cleaning and disinfection of display stands:

- Use a damp cloth with a neutral cleaning product and a disinfectant.

Neat wiping of door frames:

- Use a damp cloth with a suitable stain remover;
- Ensure that the dust on top of door frames is removed.

Removal of stains/marks on the doors:

- All visible stains/marks on both sides of the doors shall be removed using a suitable cleaning product.

Wet wiping and disinfection of switches:

- A damp cloth with a disinfectant solution shall be used to clean all switches;
- Avoid putting too much water on the cloth for any risk of accident.

Dusting air conditioners:

- Removal of all dust accumulated on air conditioners;
- Use of a vacuum cleaner can help with the task if needed.

Removal of stains on the interior and exterior glass doors:

- Glass doors shall be well cleaned so that no stains including traces of hands are visible;
- Use of a product to properly clean and disinfect the windows shall be needed;
- Both sides of glass doors have to be cleaned.



Dusting and vacuuming the seats and armchairs:

- Chairs can be plastic or seats covered with fabric or leather;
- Seats included seatbacks;
- Armchairs include loveseats and sofas (1, 2, 3 or more);
- All dust accumulated on the sides and the armrests must be removed;
- A damp cloth with a suitable disinfectant for fabric must be used;
- Then it is necessary to vacuum the parts of the seat and seatbacks as well as the armchairs which are made of fabrics.

Wet wiping and disinfection of telephones:

- Dusting and use of a damp cloth with a disinfectant must be used to clean and disinfect telephones including the handset.

Dusting windowsills:

- Dust on the edge of windows must be removed;
- Use of a vacuum cleaner can be used as needed.

Wiping and disinfection of door handles:

- All interior and exterior door handles must be cleaned using a damp cloth with disinfectant.

Inside and outside cleaning of the bins:

- Bins must be cleaned with a damp cloth and a disinfectant.

Dusting and cleaning the baseboards:

- Dust on the baseboards must be removed either with a dust brush or with a vacuum cleaner;
- All stains must be removed using a damp cloth and suitable stain remover.

Wiping tables and seats footings:

- They must be cleaned using a damp cloth and a suitable stain remover.

Wet wiping of flower pots:

- Clean-up with a damp cloth of the outer part of the flowers pots;
- Any item such as paper or plastic on flower pots must be removed.

Wet cleaning the vertical parts of furniture:

- Use a damp cloth with a suitable stain remover.



Vacuuming the stain-resistant and cocoa mats:

- Use the vacuum cleaner to remove dust and debris accumulated on mats.

Damp mopping the floor:

- Damp mopping the floor must be done with a mop;
- Dust must be collected using a broom fitted with damp gauze using a suitable cleaning product.

Dusting and wet cleaning the floor:

- Use of a vacuum cleaner to dislodge dust and clean the floor using a broom equipped with a damp gauze with a solution of water and suitable cleaning product;
- The vacuum cleaner must include all surfaces of uncluttered floors.

Deep floor tile stripping:

- It is a deep mechanical cleaning;
- Use of the vacuum cleaner on the entire surface of the floor including the corners and under furniture;
- Wash with large amounts of water using suitable cleaning products using an electric single brush;
- Corners which are not accessible by a single brush must be cleaned manually using a floor brush;
- Vacuuming the water with a wet vacuum;
- Finishing off with a damp mopping using a broom with a damp gauze;
- Ensure that there are no water marks after cleaning;
- Use a sign indicating that the floor is slippery during the stripping operation.

Wet cleaning the fabrics chairs:

- Vacuuming the dust using a vacuum cleaner on the fabric;
- Use of a neutral fabric stain remover as needed.

Steam cleaning of seats and armchairs:

- Seats and armchairs made from fabrics must be cleaned with a steam cleaner. Note: Ensure that the material can be steam cleaned;
- For leather seats and armchairs, a suitable product for cleaning leather must be used.

Restocking of washroom consumables:

- Washroom consumables include: toilet paper, paper towels, liquid soap, perfumed toilet rim blocks as well as any other consumables provided by the Mission.

Making sure the hand sanitizer dispensers are working properly:

- Ensure that hand sanitizer dispensers are full and working well;



- Notify the project manager if the dispensers are defective.

Polishing and disinfection of taps:

- Taps must be well cleaned, disinfected and polished;
- No stain shall be visible.

Cleaning and disinfection of sink worktops:

- Sink worktops must be cleaned using a damp cloth with disinfectant.

Cleaning of sanitary ware:

- All plumbing fixtures must be cleaned using a damp cloth with disinfectant.

Cleaning the mirrors:

- All mirrors must be cleaned with a suitable product;
- All fingerprints or stains must be removed;
- The adjacent borders of the mirrors must be free of water and dirt.

Thorough cleaning and disinfection of toilets:

- Wet cleaning and disinfection of the outer tank and its cover, the outer and inner bowl including rim, flush lever, cover and toilet seat (both sides).

Descaling of toilet bowls (inner edge), sinks and taps:

- Cleaning with an anti-limescale product;
- Use of vinegar is a good solution.

Wet cleaning the wall tiles:

- A damp cloth with disinfectant must be used.

Wiping and dusting the air vents:

- Remove dust accumulated on the air vents;
- Use of a vacuum cleaner can make dusting easier.

Cleaning the doors on both sides:

- Use a damp cloth with disinfectant;
- All visible stains/marks must be removed using suitable products.

Cleaning door frames:

- Use a damp cloth with disinfectant;



- All visible stains/marks must be removed using suitable products.



ANNEX B – BASIS OF PAYMENT

Name of Bidder:	
Address:	
Contact person:	
Phone number:	
E-mail:	
Print name:	
Signature:	
Date: (yyyy-mm-dd)	



1. Regular Services

Firm Monthly Rate

The Contractor will be paid firm monthly rates as follows, for Work performed in accordance with the Contract. Applicable Taxes are extra.

During the extended period of the Contract, the Contractor will be paid firm monthly rates, as per lines Option 1, 2, 3 below to perform all the Work in relation to the contract extension.

Period	Firm Monthly Rate (DZD) Taxes Excluded	Number of Months	Subtotal (DZD) Taxes Excluded
Initial (Year 1)		12	
Initial (Year 2)		12	
Option 1 (Year 3)		12	
Option 2 (Year 4)		12	
Option 3 (Year 5)		12	
Evaluated price			

2. As and When Requested Services

Firm Hourly Rate

The Contractor will be paid firm hourly rates as follows, for Work performed in accordance with the Contract. Applicable Taxes are extra.

During the extended period of the Contract, the Contractor will be paid firm hourly rates, as per lines Option 1, 2, 3 below to perform all the Work in relation to the contract extension.

Period	Professional Qualified Resource	Firm Hourly Rate (DZD) Taxes Excluded	* Estimated Number of Hours per Year	Subtotal (DZD) Taxes Excluded
Initial (Year 1)	Site Manager		48	
	Cleaner		48	
Initial (Year 2)	Site Manager		48	
	Cleaner		48	
Option 1 (Year 3)	Site Manager		48	
	Cleaner		48	
Option 2 (Year 4)	Site Manager		48	
	Cleaner		48	
Option 3 (Year 5)	Site Manager		48	
	Cleaner		48	
Evaluated price				

*Estimated numbers of hours are used for evaluation purposes and is no guarantee of volume.



3. Pricing Summary

Period	Subtotal (DZD) Taxes Excluded	
Initial (Year 1)		
Initial (Year 2)		
Option 1 (Year 3)		
Option 2 (Year 4)		
Option 3 (Year 5)		
Subtotal		
TAXES (If applicable)	%	Amount
TOTAL		



ATTACHEMENT 1 TO ANNEX B – SERVICE AUTHORIZATION FORM

SERVICE AUTHORIZATION FORM					
Contractor's Name and Address: (To be inserted at contract award)			Contract Number:		(To be inserted at contract award)
			Service Authorization (SA) No.		
1. Identification of resource requirement: (To be completed by the Project Authority)					
Resource	Professional Qualified Resource	Date (MM/DD/YY)	Start time (24:00)	End time (24:00)	Total Hours Required
#1					
#2					
#3					
#4					
Special Instructions (i.e. Location of the work, transportation required, etc.)					
Work cannot commence until a SA has been authorized in accordance with the conditions of the contract. The Contractor acknowledges that any work performed before an SA has been received will be done at the Contractor's own risk and expenses.					
2. Project Authority's Approval Signature					
Name of the Project Authority					
Signature					
Date (MM/DD/YY)					
3. Contractor's signature					
Name of the authority					
Signature					
Date (JJ/MM/AA)					



ANNEX C – SECURITY REQUIREMENTS CHECK LIST (SRCL)



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction ALGER	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant Alger, Algérie	
4. Brief Description of Work / Brève description du travail Service de nettoyage de l'ambassade du Canada en Algérie		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input 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 <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

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Security Classification / Classification de sécurité

Canada



Contract Number / Numéro du contrat
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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 FIABILITE	<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 EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / 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
Security Classification / Classification de sécurité

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).