



Date: April 26, 2022

Title: Maintenance and Service of HVAC Systems for the Embassy of Canada in Mexico City, Mexico

Solicitation Number: 22-201323

The following Questions & Answers is in link with the solicitation document mentioned above.

Questions & Answers # 1

- Q1.** Does the HVAC components that require monthly services involve 2 services per month?
- A1.** **Yes, the HVAC components that require monthly service involve 2 services per month for now.**
- Q2.** What is the contract period?
- A2.** **The initial contract period is for 2 years, with 3 (1 year) option periods tied with the contract. The proposal should provide us pricing for initial contract period (2 years) and Option periods pricing in the table provided in Section “III”: Tender Form.**
- Q3.** Are there any electronic equipment allowed inside the Embassy of Canada in Mexico City, Mexico?
- A3.** **No electronic equipment are allowed inside the Embassy of Canada in Mexico City, Mexico. This is due to the security concerns; we recommend using traditional paper sheet for taking readings and measurements.**
- Q4.** What information regarding the site visit will be shared?
- A4.** **A complete presentation has been attached as an addendum 1 with other solicitation documents on Buy and Sell.**
- Q5.** What is the proposal document formatting?
- A5.** **The requested format is all highlighted in the Section “I”: Submission Requirements (Paragraph: 1.5). Please make sure to not include any web links, google drive, dropbox links in the proposal.**
- Q6.** Are bidders required to submit recommendation letters in English?
- A6.** **Recommendation/ Reference letters can be submitted in any language: Local/English/or French.**
- Q7.** Should bidders provide additional services which are not highlighted in the statement of works?
- A7.** **No, only the services highlighted in the Statement of Works will be covered and paid under this contract. Any services not indicated in the statement of works will be entertained on the discretion of the embassy and will be covered under new contracts.**



Q8. What is the new deadline to submit the bids?

A8. The bids can be submitted by **April 28th, 2:00 pm EDT.**
