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Request for Proposal (RFP)

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

Title Cleaning Services for the Embassy of Canada in Haiti.	
Solicitation no. 22-195414	Date August 23 th , 2022
Proposal Delivery In order for the proposal to be valid, it must be received no later than 2pm <u>EDT</u> (Ottawa, Ontario time) on September 22, 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 #: 22-195414	
Offer to: Department of 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:	
_____ Signature	_____ Date



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PART 1 - GENERAL INFORMATION

1.1 INTRODUCTION

The RFP 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 Request for Proposal;
- 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 2 to Part 3 includes the Financial Bid Form; Attachment 1 to Part 4 includes the Evaluation criteria Attachment 1 to Annex A – Service Authorization Form (SA).

The annexes include the Statement of Work (Annex A), the Basis of Payment (Annex B), 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 Haiti, 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 October 1st, 2022, for a period of 2 firm 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 (1) 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:
 - Canadian Free Trade Agreement (CFTA)
 - Canada - Chile Free Trade Agreement
 - Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
 - Canada - Columbia Free Trade Agreement
 - Canada - European Union Comprehensive Economic and Trade Agreement (CETA)
 - Canada - Honduras Free Trade Agreement



- Canada - Korea Free Trade Agreement
- Canada - Panama Free Trade Agreement
- Canada - Peru Free Trade Agreement
- Canada - UK Trade Continuity Agreement (Canada-UK TCA)
- Canada - Ukraine Free Trade Agreement
- World Trade Organization - Agreement on Government Procurement (WTO-AGP)

1.3 CONTRACT DOCUMENT

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" is an offer to provide services or supply goods as a result of a solicitation, it also 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; 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 BIDS

Bid 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/1/2003/26) (2022-03-29) Standard Instructions - *Goods or Services - Competitive Requirements* (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/26), 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 Corporation's (CPC) 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 (2022-03-29) 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 (2022-03-29) Delayed Bids

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

A 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 bid has been received at the location stipulated on page one (1).

2.3.7 Subsection 08 (2022-03-29) Transmission by Facsimile or by Canada Post Corporation's (CPC) Connect service

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 Canada Post Corporation's (CPC) Connect service.

2.4 SUBMISSION OF BIDS

2.4.1 Bids must be received by DFATD at the electronic address identified and by the date and time on page 1 of the Request for Proposal (RFP). Bids must NOT be sent directly to Canada's Representative. Canada will not be responsible for bids delivered to a different address. Bids sent directly to Canada's Representative may not be considered.

The e-mail address indicated on page one (1) of the RFP is for the purpose of bid submission and enquiries concerning that RFP. 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 bid 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 bid 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 RFP also be identified.

- 2.4.3** Canada requires that each bid, 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 bid is submitted by a joint venture, it must be in accordance with section 17 Joint Venture, of [2003](#) (2022-03-29) *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 bid;
 - prepare its bid in accordance with the instructions contained in the RFP;
 - submit by closing date and time a complete bid;
 - send its bid only to the address specified on page 1 of the RFP;
 - ensure that the Bidder's name, and the RFP number are clearly visible on the attachment(s) containing the bid; and,
 - provide a comprehensible and sufficiently detailed bid, 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 bid cannot be assigned or transferred in whole or in part.

2.5 BIDDERS' CONFERENCE AND SITE VISIT – MANDATORY

- **Site Visit**

It is mandatory that the Bidder or a representative of the Bidder attend the site visit. It will be held at the Embassy of Canada's Chancery located on Delmas Road, between Delmas 73 and 75 on August 30th, 2022 at 10:00am in Port-au-Prince, Haïti.

- **Bidder's Conference**

It is mandatory that the Bidder or a representative of the Bidder attend the Bidder's Conference on August 31st, 2022. Bidders mandatory virtual conference will be held via Microsoft Teams application, and will begin at 10:00am Port-au-Prince time, Haïti.



Bidders are requested to confirm their attendance with Canada's Representative no later than 5 working days before the conference and the site visit and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the mandatory conference and the mandatory site visit.

Bidders must comply with all prevention and infection control measures put in place by the Canadian mission including, but not limited to, practicing physical distancing, using personal protective equipment (PPE) as necessary, etc.

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

Please note, any travel and other costs associated with attending a conference and a site visit form part of "Bid Costs" as per 2003 (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, and will not be reimbursed by Canada.

2.6 COMMUNICATIONS, ENQUIRIES, COMMUNICATIONS, 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 BID 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.

Section I: to be labeled "**Technical Bid**";

3.2 TECHNICAL BID INSTRUCTIONS

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.

Section II: to be labeled "**Financial Bid**";

3.3 FINANCIAL BID INSTRUCTIONS

Bidders must submit their Financial Bid in accordance with ATTACHMENT 2 TO PART 3 - FINANCIAL BID FORM. 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 Bid is completed. **Estimates provided in ATTACHMENT 2 TO PART 3 - FINANCIAL BID FORM 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 American Dollar (USD) on the attached form Financial Bid 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 Bid (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 American Dollar (USD) on the attached form Financial Bid 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 Bid (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 DISBURSEMENT OR OTHER DIRECT EXPENSES

Canada will reimburse the Contractor for the direct expenses reasonably and properly incurred by the Contractor in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Section III: to be labeled "Certifications":

3.7 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-compliant, 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-compliant or constitute a default under the Contract.

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-compliant.

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

Certification Number	Certification Text	Initial
C1.1	<p>INTEGRITY PROVISIONS - DECLARATION OF CONVICTED OFFENCES</p> <p>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 website (http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html), to be given further consideration in the procurement process.</p>	_____
C1.2	<p>INTEGRITY PROVISIONS - REQUIRED DOCUMENTATION</p> <p>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), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.</p>	_____
C2	<p>STATUS AND AVAILABILITY OF RESOURCES</p> <p>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,</p>	_____



	<p>resignation, dismissal for cause or termination of an agreement for default.</p> <p>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-compliant.</p>	
<p>C3</p>	<p>EDUCATION AND EXPERIENCE</p> <p>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.</p>	<p>_____</p>
<p>C4</p>	<p>FORMER PUBLIC SERVANT</p> <p>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.</p> <p>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:</p> <ol style="list-style-type: none"> an individual; an individual who has incorporated; a partnership made of former public servants; or a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity. <p>"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.</p> <p>"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.,</p>	<p>As per the definition provided, is the Bidder a FPS? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>As per the definition provided, is the Bidder a FPS in receipt of a pension? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>As per the definition provided, is the Bidder a FPS who received a lump sum payment? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>_____</p>



	<p>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.</p> <p>If the answer to any of the FPS questions is “yes”, the successful Bidder must comply with the process, fill out and sign the required forms. If applicable, Bidders agree that the successful Bidder’s status, with respect to being a FPS 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.</p>	
C5	<p>USE OF SUBCONTRACTOR(S) The Bidder must inform Canada if it chooses to use a subcontractor(s) to complete the Work or a portion of the Work. Canada reserves the right to approve or reject of the use of subcontractors as per the Resulting Contract Clauses part of this RFP.</p>	<p>Does the Bidder intent to use one or more subcontractors? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
C6	<p>JOINT VENTURES The Bidder must inform Canada if it is a Joint Venture and provide the information required in order to comply with the Bidder Instructions part of this RFP.</p>	<p>Is the Bidder a Joint Venture? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

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 of Authorized Individual

Signature of Authorized Individual

Date



ATTACHMENT 2 TO PART 3 - FINANCIAL BID FORM

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



1. Regular Cleaning Services

Firm Monthly Rate

TABLE 1

PERIOD	Firm Monthly Rate (USD) Taxes Excluded (A)	Number of Months (B)	Subtotal (USD) Taxes Excluded (A) X (B)
Initial – Year 1		12	
Initial – Year 2		12	
Option Period 1 – Year 3		12	
Option Period 2 – Year 4		12	
Option Period 3 – Year 5		12	
Evaluated Price (USD):			

2. As-and-When-Requested Cleaning Services

Firm Hourly Rate

TABLE 2

PERIOD	Firm Hourly Rate per resource (USD) Taxes Excluded (A)	Estimated Number of Hours (B)	Subtotal (USD) Taxes Excluded (A) X (B)
Initial – Year 1		60	
Initial – Year 2		60	
Option Period 1 – Year 3		60	
Option Period 2 – Year 4		60	
Option Period 3 – Year 5		60	
Evaluated Price (USD):			

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



3. Pricing Summary

PERIOD	Subtotal (USD) Taxes Excluded (Evaluated Prices of Table 1 + Table 2)
Initial – Year 1	
Initial – Year 2	
Option Period 1 – Year 3	
Option Period 2 – Year 4	
Option Period 3 – Year 5	
Subtotal:	



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 evaluation criteria are included in ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA

4.3 BASIS OF SELECTION – Lowest Price Per Point

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 86 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 144 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point 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°	MANDATORY TECHNICAL CRITERIA	Compliance	Yes/No	Reference/Comments
M1	<p><u>Certificate</u></p> <p>At the time of bid closing, the Bidder must be registered as a provider of commercial cleaning service with appropriate authorities in Haiti (Ministry of Trade and Industry).</p>	The Bidder must provide a document from the Ministry of Trade and Industry of Haïti that confirms that it is registered.		
M2	<p><u>Bidder's Office Location</u></p> <p>The Bidder must have a permanent office in the Port-au-Prince region.</p>	The Bidder must provide the Company's civic address.		
M3	<p><u>Corporate Experience</u></p> <p>The Bidder must have a minimum of five (5) years of experience within the last ten (10) years preceding the bid closing date in providing commercial cleaning services for projects similar in size and scope to those listed in the Statement of Work.</p> <p>Projects of similar size and scope are defined as follows:</p> <ul style="list-style-type: none"> a) Minimum duration of twelve (12) consecutive months; b) A minimum of 2,000 square meters (m²); c) A space of use or similar type (office space); d) Managing resources assigned to perform various cleaning tasks. <p>For each project, the Bidder must provide the name of the organization, full address</p>	<p>In order to demonstrate the required experience:</p> <p>The Bidder must provide a complete list of past/present projects where the experience was gained. The following information must be provided for each project where the experience was gained:</p> <ul style="list-style-type: none"> (a) Project or contact name; (b) Location of the work (city, country); (c) Period of the service (MM/YY to MM/YY) or to 		



	<p>where services were provided, duration of services, scope of services, name and contact details of a contact (reference) for whom the services were provided.</p>	<p>current if project is still ongoing;</p> <ul style="list-style-type: none">(d) Size of the cleaning area in square meters (m²);(e) Brief description of the work/tasks in the project.(f) Name and contact information (phone number, email) of an Authorized Representative who will confirm the information supplied by the Bidder. <p>References may be contacted to verify the validity of the information provided by the Bidder. If the information verification does not match the requirements, then the Bid may be declared non-responsive.</p>		
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2.0 TECHNICAL CRITERIA DIMENSION BY DIMENSION

Bids that meet all mandatory technical criteria will be evaluated and rated as indicated in the tables below.

Table 2	
Maximum overall points available =	144
Minimum overall points required =	86
Bids must achieve a minimum overall score of 60%. Bids that do not meet this requirement will be declared non-responsive.	

Score:

100% of the points	75% of the points	50% of the points	25% of the points	0% point
Substantial details are provided, allowing for a complete and thorough understanding of the requirement. The bidder receives 100% of the points available for this item.	The response includes a significant amount of information required to be completed and contains several value-added elements. The bidder receives 75% of the points available for this item.	The response includes most of the information required to be completed, meeting the minimum established, and contains no significant weaknesses. The bidder receives 50% of the points available for this item.	The answer includes some information, but there is also a significant amount of information missing. Some elements are poorly described. The bidder receives 25% of the points available for this item.	Does Not Meet Requirement



Organization and Management				
No	Point Rated Technical criteria	Rating	Score	Reference/ Comments
TC1	<p><u>Organization and Management</u></p> <p>The Bidder should describe its organization, workflows, staffing adequacy, management, recruitment, planning, training and capacity in order to meet the requirements of Annex A, Statement of Work.</p> <p>The Bidder must show his experience by providing a list with the following information:</p> <ul style="list-style-type: none"> a) Customer's name b) Start date (MM/YY) and end date (MM/YY) (or indicate if the work is still in progress); c) The size of the office / facility in (m²); and, d) A description of the scope of services provided. <p>The Bidder must also provide references for each of the above mentioned projects.</p> <p>The information must include:</p> <ul style="list-style-type: none"> e) Company name f) Name of reference and title; g) E-mail address h) Phone Number <p>Each person named as a reference may be contacted to verify the validity of the information provided by the Bidder.</p> <p>The Bidder should describe its approach to include at least the following:</p>			
	<p>Organization and description of the team</p> <ul style="list-style-type: none"> a) Description of the cleaning team, including its organization, workflow, management, number of resources proposed, and relevant roles and experience (i.e., contract manager, manager, supervisor, clean-up staff). 	6 points		
	<ul style="list-style-type: none"> b) Description of the cleaning staff work schedule, supervision and dispatching to carry out proposed methodology. 	6 points		
	<ul style="list-style-type: none"> c) Supervisor of cleaning staff must show in their resumes that they have three years of experience in providing cleaning and supervision services. 	6 points		



	<p>Performance Management and Recruitment</p> <p>d) Strategy for managing staff performance (i.e. absenteeism, performance issues, time of arrival and departure) including disciplinary policy (i.e. verbal / written reprimand, suspension, etc.) and ensuring timely replacement of staff, where appropriate, and adequacy of staffing.</p>	16 points		
	<p>Planning and training</p> <p>e) Strategy for resource work planning (i.e., supervisor, cleaning staff) and training in methods and procedures.</p>	6 points		
	<p>Staff on call</p> <p>f) Ability to provide additional staff (on-call) for services as and when requested, including periodicals and events.</p>	6 points		
		Score (TC1)		
		Maximum Points (TC1)	/40	
TC2	<p><u>Uniforms, materials and equipment</u></p> <p>The Bidder should demonstrate that it will supply all necessary uniforms, equipment, materials, and consumables to meet the requirements outlined in Annex A, Statement of Work</p> <p>The Bidder should describe its approach to include at least the following:</p>			
	<p>Uniforms</p> <p>a) A list of uniform accessories that clearly identify the Bidder's employees and / or subcontractors, presenting a professional image that always honors Canada. Pictures may be provided instead of descriptions.</p>	12 points		
	<p>Equipment</p> <p>b) A list of mechanical equipment available to carry out the services, including specifications (i.e., make and model number and / or performance capabilities, etc.), commercial type, quantity and that it is designed for the application, it is to be used and the adequacy of its equipment. The proposed equipment must match a list provided by DFATD or DFATD-approved equivalents.</p>	12 points		



	Materials and consumables			
	c) A list of the materials and / or products that will be used to perform the services, including the brand name and / or manufacturer, a description of the object and whether they are certified as environmentally sound to demonstrate commitment to sustainable development. Proposed materials and products must correspond to a list provided by DFATD or DFATD-approved equivalents.	12 points		
		Score (TC2)		
		Maximum Points (TC2)	/36	
Health & Safety				
TC3	<u>Health and Safety</u>			
	The Bidder should describe its Health and Safety Program, including staff training that demonstrates compliance with all health and safety regulations and measures. The Bidder should describe its approach to include at			
	a) Detailed description of the Health and Safety Program, including training and monitoring of staff performance necessary to maintain a healthy and safe work environment.	12 points		
	b) Details on adherence to all health and safety measures relating to accident prevention and fire hazards recommended by National codes and / or prescribed by relevant authorities.	12 points		
		Score (TC3)		
		Maximum Points (TC3)	/24	
TC4	<u>Quality Control Program</u>			
	The Bidder has gained experience in the implementation and management of a Quality Control Program The Bidder should describe its approach to include at least the following:			
	a) Description of the purpose and scope of the Quality Control Program, including quality standards and guidelines for cleaning staff, inspection, and reporting procedures	16 points		
	b) Process used by the Bidder to identify any non-compliance action, and to apply corrective measures	16 points		
		Score (TC4)		
		Maximum Points (TC4)	/32	



TC5	<u>Working Plan</u> The Bidder shall provide a detailed work plan outlining the steps to be followed to ensure that the requirements of Annex A are met within 2 weeks from the Contract Start Date. The bidder should describe its approach to include at least the following:			
	a) A description of the proposed workplan, describing the steps to be taken to meet the requirements of Annex A, including a communication strategy with key contacts / stakeholders.	12 points		
		Score (TC5)		
		Maximum Points (TC5)	/12	
		Total score (TC1,TC2,TC3,TC4,TC5)	/144	



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" is an offer to provide services or supply goods as a result of a solicitation, it also 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](#) (2022-05-12);



- (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](#) (2022-05-12), *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 three (3) additional one (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 thirty (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 Port-au-Prince, Haiti.



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** This document does NOT contain **CLASSIFIED** information; however all or part of the Work involves possible access to **CLASSIFIED and/or PROTECTED** information/materiel.
- 5.15.12.3** The Contractor shall NOT remove, without the express written approval of the Project/Technical Authority, any **CLASSIFIED and/or PROTECTED** information from the work site, and shall ensure that the Contractor's personnel are made aware of and comply with this restriction.
- 5.15.12.4** The Contractor shall be responsible to identify the Security Requirements of the Contract to their Subcontractors and to ensure that these requirements are complied with by subcontractors.
- 5.15.12.5** Subcontractors, **who** require access to **CLASSIFIED and/or PROTECTED** information or sensitive work sites, shall NOT be utilized without the prior, written approval of the Project /Technical Authority and Corporate Security Division **ISC**.
- 5.15.12.6** 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](#) (2022-05-12) *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](#) (2022-05-12) *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 for the Embassy of Canada in Haiti.

1. INTRODUCTION

The Embassy of Canada in Haiti, hereinafter referred to as the " Mission ", requires routine cleaning services for all its facilities and workspaces occupied by staff and in common areas.

2. Background

The Department of Foreign Affairs, Trade and Development (DFATD) consists in a network of 178 Diplomatic and Consular Missions in 112 Countries. The Mission in Port-au-Prince, Haiti, is soliciting cleaning services for its following locations:

The Canadian Embassy in Port-au-Prince, Haiti, as described in the following paragraphs. Most activities will be undertaken at the Embassy of Canada's Chancery located on Delmas Road, between Delmas 73 and 75, Port-au-Prince, Haiti. Occasionally, "As and when requested" cleaning services will have to be performed in the staff quarters of Canadian based staff, including the Official Residence of Canada located within a 10-km radius from the Embassy.

3. OBJECTIVE

The objective of this request is to carry out a range of cleaning and janitorial services at the Embassy's facilities in Port-au-Prince, Haiti, according to industry standards with the aim to maintain clean and adequate working conditions for its occupants mainly its Chancery and Official Residence.

4. SCOPE

The Contractor must provide cleaning services, including all labor, supervision, material, tools, equipment, uniforms within all offices, public and utility spaces, recreational facilities, lobbies at the Chancery, or at other Embassy premises such as the Official Residence or staff quarters as required, and is exempt only from those items specifically mentioned in this document.

The work is divided into two categories.

Regular cleaning services

Which consists of pre-determined tasks as outlined in Section 5.1.1 Regular Cleaning Services.

"As and when requested" cleaning services

Which consists of additional, emergency and project cleaning that may be requested as outlined in Section 5.2 of "As and when requested" services.



Example of "As and when requested" cleaning services

- Cleaning outside of the Embassy premises
- Cleaning before and after an event
- Emergency/on-call cleaning.

5. TASKS / NEEDS

5.1. Cleaning services

The Contractor is required to provide the following two types of cleaning services.

5.1.1 Regular Cleaning Services

Tasks	Frequency						Special Instructions:
	Per Diem	Week	Month	Every 4 months	Every 6 months	Annually	
Floors							
Uncarpeted floor							
(including but not limited to tiles, ceramic tile, cushion tile, linoleum, marmoleum, terrazzo, slate, rubber, hardwood, concrete, painted concrete and epoxy concrete).							
Sweep all floors	x						
Wipe all ceiling tiles with a damp cloth					x		
Clean tiles with water and detergent					x		
Carpeted floor							
Vacuum all carpeted floor							Bi-weekly
Remove spills and stains	x						
Clean plastic protective mats in office spaces with water, detergent, and disinfectant			x				
Shampoo all of the Embassy's carpets with a commercial shampoo and cleaning products recommended by the manufacturer				x			
Shampoo the carpet in the elevator				x			
Interior of the building							
Entrances, Exits, Lobby and Receptions/Security Areas							



Clean and tidy up the reception area	x							
Remove all spider webs	x							
Dust aluminum window frames with a clean damp cloth	x							
Wipe spills and stains on elevator walls, handrails and doors with a non-abrasive cleaner	x							
Clean both sides of the Embassy's windows				x				
Dust top of the doors				x				
Hallways and Corridors								
Clean inside and outside of glass doors	x							
Remove spider webs	x							
Empty garbage cans several times a day when required	x							
Dust baseboards in hallways	x							
Dust and vacuum air intake grilles and air diffusers				x				
Clean interior of fire cabinets and dust extinguishers				x				
Stairwells								
Spot-clean stair ramps	x							
Sweep and clean every staircase	x							
Clean staircases with water and detergent	x							Twice a day
Offices, Workstations, Meeting Rooms, and Conference Rooms								
Dust desks, furniture, filing cabinets, bookshelves	x							
Dust libraries, small tables, work areas, files, phones	x							
Clean keyboards, computer screens with appropriate products	x							
Wipe and polish all the tables in the conference rooms with a cloth and cleaning products designed for wooden surfaces	x							
Remove spider webs	x							
Empty all garbage cans several times a day as required	x							
Wash all chairs in conference rooms							x	
Vacuum chairs in conference rooms				x				
Clean all water coolers according to the manufacturer's instructions			x					
Defrost and clean refrigerators in kitchens and offices according to the manufacturer's instructions					x			



Vacuum upholstered partitions				x			
Wash desk chairs					x		
Wash inside and outside of garbage cans and containers with water, detergent and disinfectant			x				
Kitchens and Dining Room							
Empty garbage cans several times a day when required	x						
Clean kitchen tables and chairs with detergent and cotton cloth	x						
Sweep and clean the floor twice (2) a day or more often when required	x						
Clean surface areas (counter tops, cupboards, tables, chairs)	x						
Clean household appliances (fridges, coffeemakers, ovens, microwaves, others)	x						
Wash, dry and put away the dishes, utensils, and other cookware in all of the Mission's areas.	x						
Pick up dishes in conference rooms, kitchens, sinks, etc., wash and store them	x						
Clean the refrigerators (indoor and outdoor)		x					
Clean and tidy up the kitchen after lunchtime	x						
Wash the interior of kitchen cabinets with water, detergent and disinfectant			x				
Defrost and clean the refrigerators according to the manufacturer's instructions				x			
Clean the ceiling lights (inside and outside the plastic cover and frame)				x			
Dust, wash with soap and water, rinse and dry all wall partitions.				x			
							Prepare drinks and snacks, respecting the rules of hygiene and sanitation when handling drinks and food, upon request for meetings, visits and other events taking place at the Mission and place them in the conference rooms, offices and other places (purchase of drinks and snacks are handled by the Mission)
							Notify the Project Authority in writing when purchases of coffee, sugar or other items are necessary for the meeting



Bathrooms and Shower Stalls							
Empty all garbage cans several times a day when required	x						
Remove trash from floors and counter tops	x						
Wash and disinfect toilet bowls	x						
Wipe and polish stainless steel surfaces with non-abrasive detergents	x						
Replenish hand soap, paper towels and toilet paper	x						
Change towels and bath rugs, etc., as needed	x						
Remove stains on doors, mirrors and windows with appropriate cloth and glass cleanser	x						
Empty and replace garbage bags when required	x						
Empty, wash and disinfect garbage cans and put new bags	x						
Immediately unclog toilets, urinals, sinks and drains using a plunger	x						
Sweep and clean the floor using water, detergent and disinfectant	x						
Clean the ceiling lights (inside and outside the plastic cover and frame);					x		
							All washrooms must be kept clean at least twice (2) a day or more
Mobile Housing Units							
Dust washers and dryers, storage cabinets and any other material	x						
Sweep and wash the floor with soap and water (use of detergent and disinfectant is not allowed)	x						
Empty all garbage cans several times a day as needed	x						
Clean tables, counters, sinks, cupboards, refrigerators, glasses, dishes, utensils, ovens, microwaves, and other kitchen appliances and any other equipment	x						
Clean counters, sinks, mirrors, showers, toilets and others items in the bathroom	x						
Change linen and towels		x					
Vacuum upholstered furniture and remove stains when necessary		x					
Sweep and clean the floor with water, and non-abrasive products, and dry thoroughly afterwards		x					
Empty all garbage cans	x						
Clean the humidifier base and tank;	x						



Dust portable fire extinguishers and humidifiers;	x						
Clean the humidifiers' tank	x						
At the end of the day, make sure that the air-conditioners are set at 24 degrees Celsius. Turn off the lights and lock the door	x						
Inform the Project Authority the same day of any problems identified during the cleaning activities	x						
Clean and vacuum air vents, intake and exhaust grills			x				
Remove the ventilation plate from the bathroom ceiling, clean with warm water and soap, dry and put it back				x			
Turn off the humidifiers, clean them manually with soap and water, rinse, put them back, and turn them on				x			
Front and Back of Gatehouses							
Sweep and clean the ground floor using a mop and disinfectant	x						
Clean inside and outside of glass doors, glass partitions and windows	x						
Fill the dispensers with hand sanitizer	x						
Dust and wipe all horizontal surfaces including desks, office furniture, shelves, edges, moldings and windowsills	x						
Empty all garbage cans several times a day when required	x						
Exterior of the Embassy (on Delmas Road)							
Remove trash bin and sweep the ground floor in front of the Embassy (main entrance and entrance to immigration office)	x						
Sweep and clean entrance to immigration office (including the security gate, the entrance and exit areas)	x						
Clean all areas including fences, benches, gates, doors, and stair ramps	x						
Remove graffiti, posters and stickers on external surfaces, gates, trees and security poles in the street, as needed							As needed
OUTDOOR							



Water and dust plants inside the Mission's facilities;	x					
Clean the tables, chairs, counter tops, refrigerators, and pool low tables	x					
Dust the lounge chairs and parasols near the pool	x					
Empty all garbage cans several times a day as needed	x					
Replace the water cooler bottles as needed	x					
Sweep and clean the floor with appropriate cleaning products and a brush as needed;	x					As needed
Empty all wastebaskets several times a day as needed;	x					
Dust and clean gym equipments in the fitness center without moving them with cotton cloth and warm water (use of detergent and disinfectant is not allowed)	x					
Aerate the fitness center by keeping the door open at least one hour every day	x					
Empty and clean outdoor ashtrays;	x					
Sweep and clean the floor, walls, and doors (exterior and interior of the garbage room with a pressure machine, water, detergent and disinfectant				x		
Clean the interior and exterior of recycling bins with water, detergent, and disinfectant				x		
Clean the inside and outside of all garbage cans				x		
Use water pressure to clean cobblestone floor with an appropriate cleaning product and drain the water in the drains					x	
Other Tasks						
Empty all recycling bins once a day and put the garbage in the outdoor recycling bins provided for this purpose	x					
Machine wash, dry, fold and store tablecloths, all hospitality items, linen and towels as needed						As needed
Sweep, clean and mop the entire garage floor, technical rooms and workshops, supervise overall maintenance, and also at the request of the Project Authority						As needed
Clean and wash various materials and equipment as needed and under the supervision of the Project Authority (fans, water coolers, furniture, chairs, etc.)						As needed
Wash, dry, iron and fold tablecloths, napkins, towels, sheets and the like using the equipment provided						As needed



Clean the exterior of the BBQ with water, soap and cotton cloth (the use of detergent and disinfectant is not allowed); clean the grills with the appropriate equipment provided by the Embassy					As needed
Clean inside and outside of the warehouse fridge/freezer			x		
Dust and clean all the shelves in the warehouse			x		
Dust and use a damp cloth on the edges, tops of pipes and partitions, including tops of all hanging fixtures, cable duct and garage wall lighting fixtures				x	
Under the supervision of the technical team, use water pressure and detergent to wash concrete floors in the garage, and evacuate the water in the drains				x	
Clean ceiling lights in the laundry room (inside and outside the plastic cover and frame)				x	
Dust, wash with water and soap, rinse and dry all wall partitions				x	
Exceptions					
Access to the Restricted Zones of the Mission may only be granted under the escort of a designated staff of the Canadian Embassy. The Restricted Zones will be cleaned as follows:					
<i>Cleaning of the restricted zones under escort</i>					Three times a week
Excluded Areas					
Some areas are considered outside the Scope of Work, and as such, are not part of this requirement. These include:					
Excluded Items					
Personal belongings, books, documents, and works of art.					



5.2 As and when requested services

Other services not included in section **5.1.1 Regular cleaning services** may be required on an "as and when requested" basis.

These services could include, but not limited to, unplanned cleaning services, special events or any other requirements beside the regular cleaning service requirements.

Additional resources may be required on an "as and when requested" basis with a Service Authorization (SA) form. See example in **Attachment 1 to Annex A, Service Authorization Form**.

Such resources may be required at any given time, including before or after the regular working hours specified in section **5.4 – Working Hours**.

5.2.1 Service Authorization Process – As and when requested Services

1. When these services are required, the Project Authority will provide the Contractor with a "**Service Authorization (SA)**" form with the following information:
 - Service Authorization number;
 - Type of resource;
 - Date, start time, end time and total hours required for each resource;
 - Special instructions (if required);
 - Name and signature of the Project Authority.
2. Within **48 hours** of receipt of the SA, the Contractor must submit the signed form to the Project Authority confirming that the resource (s) has (have) been allocated. These services must be paid for in accordance with the terms set out in **Annex B – Basis of Payment for "As and when requested Services"**.
3. Work cannot start until the SA is authorized in accordance with the terms of this contract. The Contractor acknowledges that all work performed prior to receipt of a Service Authorization is at the Contractor's risk and expenses.
4. Once the work is completed, the Contractor will immediately notify the Project Authority so that the latter can acknowledge the completion of the work and conduct a quality inspection.
5. "As and when requested" cleaning services may be needed in areas where occasional events are held or in Canadian staff quarters. These areas are the Embassy, the recreational area, and other outdoor spaces. "As and when requested" cleaning services may be required in other parts of the building when requested by the Project Authority. The "As and when requested" cleaning also includes areas, services and equipment used for these events, particularly the washrooms, the elevator, etc.
6. It is necessary to ensure that, after each event, the rooms/areas used are ready for the next day's operations or functions unless otherwise specified by the Project Authority.
7. If the scope of the work exceeds the estimate provided on a pre-submitted form, a written explanation will be provided by the Contractor's supervisor along with a revised estimate form. The Project Authority will review the additional costs on a case by case basis and, if the additional costs are deemed reasonable, the invoice will be submitted for full payment. These additional costs should not be caused by the negligence of the Contractor and will only be authorized in the case of unexpected cleaning needs.



8. In addition to following procedure related to floor cleaning, etc., as described in the contract, the “As and when requested” cleaning staff must put back the tables, chairs and other items that were used during the events in the designated storage areas in order to facilitate the cleaning operations.
9. In the context of on-call cleaning services of a Canadian staff quarter when he takes up his new position, the following cleaning tasks should be performed using the same standards as set out in the Statement of Work:
 - Clean the floors, in particular the carpets with an industrial carpet cleaner and use high temperature steam jet to disinfect the cleaned surfaces;
 - Clean all furniture and accessories (for example, wall lamps, floor lamps or ceiling lamps) in the quarter. Clean upholstered furniture with high temperature steam jet to disinfect fabrics, including mattresses and box springs;
 - Clean and polish (if indicated) all unpainted wall surfaces (molding, woodwork, paneling, etc.) and remove dirt and stains from painted surfaces;
 - Clean interior and exterior of all cabinets, dressers, desks, cupboards, closets, drawers, and other furniture or quarter rea that may be used to store personal belongings of the Canadian employee;
 - Clean inside/outside of all household appliances;
 - Clean bathroom sinks, kitchen sinks, taps, baths/showers, bathtub/shower accessories;
 - Clean all glass and mirrors in the quarter;
 - Clean outdoor furniture.

5.3 EQUIPMENT, MATERIALS AND SUPPLIES

5.3.1 Provided by the Contractor

5.3.1.1 Equipments & Tools

The Contractor must provide commercial quality cleaning equipment to ensure cleanliness and hygiene of all areas in the Embassy. The equipment must be of high quality and adapted to the tasks and the environment.

The Contractor must ensure that all equipment used to perform the work is in a good working condition. The Project Authority reserves the right to remove any equipment believed to be dangerous, inadequate or defective.

The equipment includes, but not limited to, brooms, brushes, mops (for treatment with water and fringes or with a sponge), sprayers, buckets, mop wringers, carts, rags and any other equipment and materials not provided or specified but necessary to perform the required tasks.

The Contractor assumes full responsibility for the periodic tests of on-site equipment, in accordance with any requirement from Canadian or Haitian law on health and safety.

The Contractor must provide replacement equipment when necessary.

- The Contractor must submit a complete written list of equipment, tools, material, safety equipment, cleaning/maintenance products, consumer products and any other item related to the services offered by giving the names of the manufacturers and the names of the products that will be used for the execution of the contract so that the Project Authority can give its approval;
- The Contractor must give the warning signs (bilingual: English/French);



- All materials, tools, equipment, safety equipment, maintenance products, consumer products and other elements related to services, must be approved in advance by the Project Authority;
- The quality of approved products should not be changed without the written approval of the Project Authority;
- The Contractor must have a file of the specifications cards for all the chemical and cleaning products approved for use in the delivery of this contract;
- The equipment must be kept in good working order, at all times, and repairs must immediately be made to all item which may be a health and safety risk or a fire hazard. It is important to stop using any faulty equipment once a problem has been noticed;
- No equipment can be used with more than one electrical extension cord of (50) feet long to which is connected the original electrical cord from the manufacturer. No piece of equipment where the original electrical cord has been modified can be used with an electrical extension cord;
- Vacuum cleaners must be equipped with dust filters and produce as little noise as possible when running at maximum capacity. The equipment level of decibels must be approved by the Project Authority;
- The pressure powered cleaning machines, rug shampoos, water hoses and other materials using water must not leak and must be maintained so that they may be safely used at all times;
- The ladders and step stools must be safe and regularly checked by the Contractor;
- The Contractor must provide adequate safety material for the performance of all work, namely masks, protective glasses, gloves, earplugs, helmets, safety harnesses, ropes and any other material necessary to ensure his employees' safety;
- A locked storage room will be provided to the Contractor for the storing of the consumer products, the equipment, the tools and the safety material, which are considered necessary to execute the activities stipulated in the contract. This room should be maintained according to the same standards applied in other premises used for similar purposes by the Embassy. Supplies and cleaning products must be stored according to the manufacturer's specifications, and other stored items (brooms, mops, buckets/pails and other cleaning tools) must be kept clean and odor-free. The storage of chemical and dangerous substances must be pre-approved by the Project Authority;
- The equipment brought on the Embassy's premises in the context of the present contract must not be removed from the site without advising the Project Authority. Equipment that is removed for repairs must be replaced by a similar equipment to be used during the repair period;
- The equipment, tools and any other material used by the Contractor must be safe and secure. The Project Authority has the right to remove from the Embassy's premises, any equipment, tool or any other material used by the Contractor which may be deemed dangerous or potentially hazardous; these will have to be replaced by the Contractor with items which the Project Authority has identified as secure;
- The Contractor is responsible for renewing and stocking consumer goods and other products in the storage room provided by the Embassy.



5.3.1.2 Materials and Supplies

All supplies and equipment provided by the Contractor must be of high quality and approved by the Project Authority.

Cleaning products must be properly labelled. If a cleaning bottle needs to be refilled with concentrated product, make sure that the correct amount of chemicals is used, in accordance with the manufacturer's instructions.

All chemical products must have a safety data sheet (SDS) that can be verified. Any chemical product that is not approved by the Project Authority must be removed immediately from the premises and replaced by the right type of product.

Each cleaning equipment must use its own specific product, and not an "all-in-one" type of product. The Contractor must use cleaning equipment manufactured by reliable companies, and all the products must be environmentally friendly and odor-free.

All cleaning products must comply with the Workplace Hazardous Materials Information System (WHMIS) guidelines (<https://www.canada.ca/en/health-canada/services/health-environment-workplace/health-safety-workplace/health-information-materials-hazardous-users-work.html>), the Canadian law on *Hazardous Products Act* and the *New Hazardous Products Regulations (hPa)*, which describe WHMIS requirements.

Contractor's cleaning equipment should include, but not limited to:

- Non-abrasive floor cleaning product;
- Non-abrasive kitchen appliance cleaning product;
- Non-abrasive cleaning product for grease;
- Non-abrasive cleaning product for toilets and sinks;
- Non-abrasive cleaning product for showers;
- Furniture polish
- Metal polish;
- Window cleaner;
- Lint-free towels;
- Sponges;
- Liquid soap and powder soap;
- Hand soap;
- Dishwasher detergent;
- Detergents;
- Disinfectants;
- Bleach;
- Air freshener;
- Mop detergent;
- Steel wool;
- Garbage bags (large and small ones for each size of garbage can).

5.3.2 Provided by the Embassy

5.3.2.1 Equipments & Tools

The Contractor should receive a locked storage room to stock consumer products, equipment, tools and safety materials that are necessary for the Contract implementation. This room should be maintained



according to the same standards applied in other premises used for similar purposes by the Embassy. Supplies and cleaning products must be stored according to the manufacturer's specifications, and other stored items (brooms, mops, buckets and other cleaning tools) must be clean and odor-free. Storage of chemicals and hazardous substances must be approved beforehand by the Project Authority;

The Embassy will not be held responsible for any loss or damage of the Contractor's equipment, supplies, materials or personal belongings.

The Embassy will provide cleaning carts to the Contractor who will use them and keep them on the premises at all times.

5.3.2.2 Materials and Supplies

- Washing machine and dryer, irons for the linens;
- Cleaning material for the BBQs grills

5.4 WORK SCHEDULE

Regular cleaning shall be carried out as follows:

Regular cleaning hours of the Embassy's premises are:

- 7: 00 a.m. to 3: 30 p.m., Monday to Thursday
- 7: 00 a.m. to 12: 30 p.m. on Friday

In addition to above work schedule, supervised cleaning hours of restricted zones are:

- 7: 30 a.m. to 8: 30 a.m., Monday to Friday.

Two cleaners are needed for this activity, and they must work very close to each other. Detailed guidelines are provided in the Statement of Work. Cleaning staff may only be granted access to the restricted zones under the escort of a staff of the Canadian Embassy.

The Canadian Embassy has 12 holidays per year. These days may change from year to year and do not necessarily correspond to local holidays in force in Haiti. Cleaning services at the Canadian Embassy must be provided according to the holiday calendar and hours of operation. The holiday calendar and working hours must be communicated by the Project Authority at the beginning of each year of the contract.

5.5 Contractor's Personnel

The Contractor must have a crew of 10 cleaning personnel including 1 supervisor who will be assigned to regular cleaning services. The cleaning staff must be physically present on site at any time during working hours as indicated in section **5.4 Work Schedule**.

The Contractor must provide adequate supervision when tasks are performed in order to maintain the level of personnel required as described in the present contract so that services rendered are adequate and provided in a timely fashion.

The Contractor must keep a pool of staff that hold a security clearance in accordance with the security requirements of the contract, and are readily available to replace another employee to avoid service interruption.



The Contractor must be able to replace a staff member as soon as he learns that the latter will not be able to report for work or that he has to leave unexpectedly. The Contractor must notify the Project Authority as soon as possible if there is a risk of service disruption.

5.6 Behavior

- Any discrepancies or problems discovered during the performance of the work must be immediately reported to the Project Authority, so that appropriate action can be taken.
- Considering the nature of the work to be performed, the Contractor must ensure that the assigned cleaning personnel do not interfere with the staff operational activities, clients and visitors.
- The Contractor must ensure that the cleaning staff projects a positive image and displays a good attitude. The Contractor is solely responsible for maintaining the good conduct, behavior and discipline of its employees.
- Employees should be prompt, impeccable, honest, courteous, discreet and polite.
- Employees must be able to receive instructions and provide explanations in French to the Project Authority.

5.7 Uniforms

The Contractor must provide, at its own expense, summer uniforms to its employees, including shoes, which will allow them to be clearly identified as cleaning staff of the Contractor. The choice of uniforms must represent the brand image of Canada (i.e. clean, neat and in good condition) and must be approved by the Project Authority. The Contractor must ensure that its personnel are properly dressed and that their presence is clearly visible at all times.

Each member of the cleaning team must receive, as a minimum:

- 3 cotton T-shirts (polo style);
- 2 trousers (khaki style);
- 1 pair of closed shoes;
- 1 pair of work boots (waterproof);
- 5 Pair of socks

The Contractor's staff may not wear a hat, baseball cap, sweatshirt, or any piece of clothing displaying social comments, slogans, logos, or advertising; and the staff members are not allowed to wear dark sunglasses on the premises. The ornaments such as pins and insignia must be limited to one (1) and must not be of political nature.

5.8 Other Tasks

The Contractor must not proceed to any work outside the scope of work without the prior written approval of the Project Authority or delegate.

The staff must be able to work independently. The supervisor or team leader will ensure that staff members respond quickly to all service calls during the Mission normal working hours.

The Contractor is responsible for managing cleaning staff assigned to the Mission. Performance issues will be brought to the attention of the supervisor by the designated intermediate of the Project Authority, and must be resolved quickly by the Contractor. Failure to do so may result in replacing the employee in question.



The Contractor must provide the services of a supervisor, who will attend monthly meetings and will manage situations as and when they arise.

The Contractor must always ensure adequate supervision when tasks are performed under the contract. The supervisor or his substitute will have all the latitude required to act on behalf of the Contractor, and will be appointed in writing. They will be aware of all matters relating to the daily execution of this contract.

The supervisor or his substitute must be available at any time during normal working hours. The Contractor must provide the Embassy's Project Authority with the telephone and email numbers to communicate with the supervisor or his substitute at any time.

5.9 Health and Safety

- The Contractor must comply with all the safety measures in place relative to the staff and fire hazards recommended by the national codes and/or required by the competent authorities concerning the use of equipment, materials, tools, cleaning products, work habits and procedures;
- The Contractor will provide and ensure the use of appropriate eye protection, ear plugs, masks, protective clothing, safety harnesses and any other protective equipment in conformity with the industry's safety norms which must be respected when the tasks stipulated in the contract are being undertaken;
- The Contractor will ensure that all the equipment and other material used to execute the work are clean and in good working order. The Project Authority has the right to remove any equipment deemed unsafe, unsuitable or defective. The Contractor will have to replace the equipment by an adequate and good operating order equipment within 48 hours;
- The Project Authority has also the right to ask to replace the Contractor's staff member who does not comply with the safety regulations when using the equipment as well as the relative personal safety rules;
- The Contractor is responsible of the renewal and delivery of the stock of consumable products and other items in the storage room provided by the Embassy. The Contractor or the supervisor will inform the Project Authority of the delivery of equipment and other items at least twenty-four (24) hours before and will authorize the delivery;
- The Contractor's staff will be authorized to use the kitchen located in the recreation center only during the lunch hour. The staff is not authorized to use for personal use the other installations located on the Embassy's premises, nor the washing machines and dryers;
- The Contractor's staff is not authorized to be on the premises other than when doing his work or during dinner or coffee breaks as approved by the agreement. The Embassy's regulations do not authorize the use of these installations by individuals who are not employed by the Embassy except upon invitation only.
- The names of the staff members that the Contractor wishes to submit to the Embassy must be given to the Project Authority along with a clean police record to be noted in the documentation related to security checks, at the latest fifteen (15) working days before the date of the start of work at the Embassy;
- The security identification card carrying the picture of the Contractor's staff will be worn at all times by all members of the Contractor's staff when present on the Embassy's premises. The card must be worn above the belt and be visible at all times. The issuance, management and return of the



security identification cards are managed by the Embassy's Security in coordination with the Project Authority and the Contractor's supervisor;

- Only the staff members, whose names are registered in the Contractor's payroll records, including the part-time staff, will have access to the premises. Individuals accompanying the Contractor or invited by him will not have access to the premises;
- The Contractor's staff may, for security reasons, be questioned or searched by designated members of the Embassy's security staff;
- The Contractor's staff cannot bring to the Embassy personal items such as radio, CD player, tape recorder, camera, video camera, etc. The Contractor's staff cannot carry these items while he is on duty;
- The Contractor's staff can only enter or exit the premises through the main entrance located on Delmas Road;
- The supervisor must return the keys used for the cleaning activities at the end of every day to the Project Authority himself. The requests for keys which are only used at certain times must be made to the Project Authority and returned to him at the end of the activity. Under no circumstances, the Contractor's employees can keep the keys after the work day;
- The Contractor's staff must, at all times, be accompanied by the designated Embassy staff when he is in a "restricted area" in the building;
- The Contractor's staff must respect the activities' confidentiality and the Embassy's information and cannot, in any case, make them public. The Project Authority has the right to replace the staff member who does not comply with these regulations.

6. DELIVERABLES

Within 30 days of signing the contract, the Contractor shall deliver and maintain throughout the life of the service:

- a. An organizational chart and a schedule of activities to be carried out by the Contractor's staff. These schedules must indicate the cleaning tasks to be performed daily, weekly, monthly, quarterly and twice a year. They must be reviewed and approved by the Project Authority or his delegate before the start of the work.
- b. A list of cleaning team members including names, phone numbers and addresses.
- c. A detailed list of all appropriate cleaning equipment to be used as required in section **5.3 Equipment, materials and supplies**. The list must include, at a minimum, the brand name, the quantity, a description of the use of the article and/or cleaning product, and indicate whether it is biodegradable and any specific instructions. All equipment must be approved by the Project Authority prior to use, including all replacements.
- d. A detailed list of all appropriate cleaning equipment to be used as required in section **5.3 Equipment, materials and supplies**. The list must include, at a minimum, the name of the equipment manufacturer, its brand and its use. All equipment must be approved by the Project Authority prior to use, including all replacements.
- e. Every month, the Contractor must give to the cleaning staff basic hygiene kits (including shampoo, soap, toothpaste, sanitary products and deodorant).
- f. If it is proven that the malfunctioning/loss of material was caused by the negligence of the Contractor or its staff, the material shall be repaired or replaced by the Contractor at its own costs.



- g. The Project Authority must be verbally informed as soon as possible of any defect that cannot be corrected immediately. In addition, any clogging in the sinks or toilets must be reported immediately to the Project Authority.
- h. The Project Authority or its delegate may also verify that the cleaning standards are met throughout the duration of the contract. Random inspections will therefore be conducted. The presence of the Contractor's representative may be requested during inspections.
- i. All identity cards entrusted to the Contractor must be fully protected at all times. Their loss or theft must be reported immediately.

7. CONSTRAINTS

THE CONTRACTOR:

- The Contractor must be duly registered as a legitimate company and entitled to engage and manage a cleaning service solicited by the Canadian Embassy, in accordance with the foregoing contract;
- The Contractor will report any security incident to the Military Police and the Embassy Security Manager as soon as possible and within 24 hours of the incident;
- The Contractor will have access to his own computer system in order to send documents and all other correspondence by e-mail. The Contractor cannot install his computer and telephone material in the storage facility or any other area of the Embassy.

8. WORKING LANGUAGE

The professional cleaning team must be able to communicate verbally and understand written instructions in French and Creole.

9. WORKPLACE

The work will be carried out in the following locations:

- The Canadian Embassy in Port-au-Prince, Haiti located on Delmas Road, between Delmas 73 and 75. The Embassy site includes a two-story Chancery, a recreational centre
- Mobile Housing Units (ULM)
- Ambassador's Residence

10. APPLICABLE DOCUMENTS

Activity log and documentation

1. The supervisor or his replacement must reply to the service requests in writing by filling order forms issued by the Project Authority. See the Attachment 1 to Annex A - Service Authorization (SA) Form for an example of Service Authorization forms;
2. The cleaning activities must be planned in collaboration with and upon approval of the Project Authority;
3. An activity log must be kept by the supervisor, and include a file of all activity undertaken other than the daily cleaning tasks. The activity log must be made available to the Project Authority for overview, if needed.



4. The Contractor must prepare and maintain the following lists and schedules:

- Cleaning of the water coolers (Chancery, recreational center, ULMs and others);
- Defrosting of refrigerators (Chancery, recreational center, ULMs and others);
- Other

5. The invoices, reports, work schedules and other documents must be sent by electronic mail to the Project Authority at the Embassy. The correspondence must be made by e-mail unless otherwise required.

11 Inspection

1. The Contractor must visit the Canadian Embassy once a month and upon request;

2. The Contractor must notify the Project Authority once a planned cleaning task is finished (for instance, cleaning of the Mobile Housing Units, cleaning of the inside and outside window panes, cleaning of the refrigerators, shampooing of carpets and others); he will also notify of any finished "As and when requested" cleaning so that the Project Authority may proceed to the inspection and make sure that the cleaning has been made in conformity with the terms of the contract.



ATTACHMENT 1 TO ANNEX A - SERVICE AUTHORIZATION (SA) FORM

Service Authorization Form					
Name and address of the Contractor: (to be inserted at contract award)		Contract number.		(To be inserted at contract award)	
		Service Authorization (AS) No.			
1. Identification of required resources (to be completed by the Project Authority)					
Resource	Qualified professional staff	Date (MM/DD/YY)	Start time (24:00)	End time (24:00)	Total hours required
#1					
#2					
#3					
#4					
Special instructions (i.e., place of work, stains etc.)					
The work cannot start if an SA has not been authorized in accordance with the terms and conditions of the contract. The Contractor acknowledges that any work done before receiving an SA will be at its own risk and expenses.					
2. Project Authority's Approval Signature					
Name of the Project Authority					
Signature					
Date (MM/DD/YY)					



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 and 3 below to perform all the Work in relation to the contract extension.

Table 1

Period	Firm Monthly Rate (USD) Taxes Excluded	Number of Months	Subtotal (USD) Taxes Excluded
Initial period (Year 1)		12	
Initial period (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 Per Resource

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.

Table 2

Period	Firm Hourly Rate (USD) Taxes Excluded (per resource)	Subtotal (USD) Taxes Excluded
Initial period (Year 1)		
Initial period (Year 2)		
Option 1 (Year 3)		
Option 2 (Year 4)		
Option 3 (Year 5)		



3. Pricing Summary

Period	Subtotal (USD) Taxes Excluded
Initial Period (Year 1)	
Initial Period (Year 2)	
Option 1 (Year 3)	
Option 2 (Year 4)	
Option 3 (Year 5)	
(Sum table 1 + table 2) Subtotal	

Taxes (if applicable)	%	Amount

TOTAL	
--------------	--



ANNEX C - SECURITY REQUIREMENTS CHECK LIST (SRCL)



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
3. a) Subcontract Number / Numéro du contrat de sous-traitance
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail
5. a) Will the supplier require access to Controlled Goods?
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
6. b) Will the supplier and its employees require access to restricted access areas?
6. c) Is this a commercial courier or delivery requirement with no overnight storage?
7. a) Indicate the type of information that the supplier will be required to access
7. b) Release restrictions / Restrictions relatives à la diffusion
7. c) Level of information / Niveau d'information

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Security Classification / Classification de sécurité





Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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 checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input checked="" 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

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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 / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Prabhu Hariharan		Title - Titre Directeur services consulaires et de gestion	Signature <i>Prabhu Hariharan</i>
Telephone No. - N° de téléphone 2812-9000	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel prabhu.hariharan@international.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Kevin Pasch		Title - Titre Chef programme sécurité	Signature <i>Kevin Pasch</i>
Telephone No. - N° de téléphone 3702-9988	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Kevin.Pasch@international.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature Raymond, Claude <small>Digitally signed by Raymond, Claude Date: 2022.06.22 13:11:32 -04'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Kevin.Pasch@international.gc.ca	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

