



ADDENDUM # 3

Date: September 27, 2022

Title: Cleaning Services for the Embassy of Canada to Haiti

The Department of Foreign Affairs, Trade and Development hereby amends, in accordance with this addendum the Request for Proposals (RFP) for the provision of cleaning services, bearing number 22-195414. This addendum hereby forms part of the RFP and the purpose is to:

1. Make clarifications to the RFP

This addendum is issued prior to receipt of bids to provide for certain revisions to and clarification of the solicitation documents.

AMENDMENTS TO THE RFP

1. On the Request for Proposal (RFP) first page, section "Proposal Delivery"

DELETE IN ITS ENTIRETY:

Proposal Delivery

INSERT:

Proposal Delivery

In order for the proposal to be valid, it must be received no later than 02:00 pm EDT (Ottawa, Ontario time) on October 14, 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



2. In Part 2 - BIDDER INSTRUCTIONS

DELETE:

2.5 BIDDERS' CONFERENCE AND SITE VISIT - MANDATORY

INSERT:

2.5 BIDDERS' CONFERENCE AND SITE VISIT - MANDATORY

- **Site Visit #1**

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 #1**

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.

The dates and times for the mandatory site visit # 2 as well as the bidder's conference #2 will be confirmed as soon as the situation allows it, using an Addendum to this Bid solicitation.

- **Site Visit #2**

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 xxxxxxxxxx at xxxxxxxxxx in Port-au-Prince, Haïti.

*****Note***:**

If you have already participated in the August 30, 2022 site visit, please note that your participation to the new visit date is optional.

- **Bidder's Conference #2**

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

*****Note***:**

If you have already participated in the Bidders Conference held on August 31, 2022, your participation to this Bidders Conference is optional but is strongly recommended.

Bidders are requested to confirm their attendance with Canada's Representative no later than 2 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.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED