



**A1. CONTRACT ADVISOR**

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**Request for Qualification (RQ)**

<b>A2. TITLE</b> Installation of a New Central Air Conditioning System at the Official Residence for the Embassy of Canada to Côte d'Ivoire		
<b>A3.SOLICITATION NUMBER</b> 23-220020	<b>A4 .PROJECT NUMBER</b> AWF 20015	<b>A5. DATE</b> October 5, 2022
<b>A6. RQ DOCUMENTS</b> <ol style="list-style-type: none"> <li>1. Request for Qualification (RQ) title page</li> <li>2. Submission Requirements (Section "I")</li> <li>3. Background and Requirements Description (Section "II")</li> <li>4. Evaluation for Prequalification (Section "III")</li> </ol> <p>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.</p>		
<b>A7. PROPOSAL DELIVERY</b> In order for the proposal to be valid, it must be received no later than <b>14:00 Eastern Daylight Time (EDT) on Wednesday, October 20,2022</b> referred to herein as the "Closing Date".  <b>Electronic proposals must be sent only to the following email address:</b> realproperty-contracts@international.gc.ca		
<b>A8. ENQUIRIES</b> All enquiries or issues concerning this RQ must be submitted in writing to the Contract Advisor no later than three (3) business days prior to the Closing Date and Time in order to allow sufficient time to provide a response.		
<b>A9. LANGUAGE</b> Proposals shall be submitted in English or French.		
<b>A10. RESPONDENTS' CONFERENCE</b> A Respondents' conference will be held virtually on <b>October 12, 2022</b> . The conference will begin at <b>15:00 (local time in Abidjan, Côte d'Ivoire)</b> . The scope of the requirement outlined in the RQ will be reviewed during the conference and questions will be answered. It is recommended that Respondents who intend to submit a proposal attend or send a representative.  Respondents are requested to communicate with the Contract Advisor before the conference to confirm attendance. Respondents should provide, in writing, to the Contract Advisor, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than three (3) business days prior to the conference.  Any clarifications or changes to the solicitation resulting from the Respondents' conference will be included as an amendment to the solicitation. Respondents who do not attend will not be precluded from submitting a proposal.		

**SECTION "I" – SUBMISSION REQUIREMENTS**

- 1.1 Proposals must be received by the Department of Foreign Affairs, Trade and Development (DFATD) at the email address identified and by the date and time specified on page 1 of the solicitation.
- 1.2 Respondents should ensure that their name and the solicitation number is clearly referenced in the email subject line. It is the responsibility of the Respondent to confirm that their submission has been received on time and to the correct email address.
- 1.3 More than one (1) 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.
- 1.4 Her Majesty requests that Respondents provide their electronic proposals in Portable Document Format (.pdf) software application files or Microsoft office version 2003 or greater files.
- 1.5 Respondents should follow the specifications format instructions described below, during the preparation of their proposal:
  - Minimum type face of 10 points.
  - All material be formatted to print on 8.5" x 11" or A4 paper.
  - For clarity and comparative evaluation, the Respondent should respond using the same subject headings and numbering structure as in this RQ document.
- 1.6 Proposals may be modified or resubmitted only before the solicitation Closing Date and Time, and must be done in writing. The latest proposal received will supersede any previously received proposals.
- 1.7 Her Majesty will take no responsibility if a proposal is not received on time because the e-mail was refused by a server for the following reasons:
  - The size of attachments exceeds 10 MB.
  - The e-mail was rejected or put in quarantine because it contains executable code (including macros).
  - The e-mail was rejected or put in quarantine because it contains files that are not accepted by DFATD server, such as, but not limited to, .rar, encrypted .zip, encrypted .pdf, .exe., etc.
- 1.8 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.
- 1.9 It is strongly recommended that Respondents confirm with the Contract Advisor that their complete proposal was received. For this same reason, it is recommended that in cases where more than one (1) e-mail containing documents comprising the proposal is submitted, the emails be numbered and the total number of emails sent in response to the solicitation also be identified.
- 1.10 Her Majesty requires that each proposal, at Closing Date and Time or upon request from the Contract Advisor, be signed by the Respondent or by an authorized representative of the Respondent. If any required signature(s) are not submitted as requested, the Contract Advisor may inform the Respondent of a time frame within which to provide the signature(s). Failure to comply with the request of the Contract Advisor and to provide the signature(s) within the time frame provided may render the proposal non-responsive.
- 1.11 It is the Respondent's responsibility to:
  - obtain clarification of the requirements contained in the RQ, if necessary, before submitting a proposal;
  - prepare its proposal in accordance with the instructions contained in the RQ;
  - submit by Closing Date and Time a complete proposal;
  - send its proposal only to the email address specified on page 1 of the solicitation;
  - ensure that the Respondent's name, and the solicitation number are in the subject line of the email containing the proposal; and
  - provide a comprehensible and sufficiently detailed proposal, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RQ.

- 1.12** Unless specified otherwise in the RQ, Her Majesty will evaluate only the documentation provided with a Respondent's proposal. Her Majesty 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.
- 1.13** This RQ must not be construed as an invitation to submit a proposal to the RFP and no contract will be negotiated or awarded to any respondent. The Minister is under no obligation to issue a subsequent RFP and will not reimburse expenditures incurred by Respondents responding to this RQ.
- 1.14** The Minister reserves the right to modify the project requirement, in part or in full, as it deems necessary. The Minister also reserves the right to use the responses in the preparation of any subsequent solicitation or for any other reason.

## SECTION "II" – BACKGROUND &amp; REQUIREMENT DESCRIPTION

**1. OBJECTIVES**

- 1.1. Her Majesty the Queen in right of Canada, represented by the Department of Foreign Affairs, Trade and Development (DFATD) has a requirement for the supply and install of a new central air conditioning system to ensure the appropriate temperature, humidity, and ventilation required for the lobby of the Official Residence in Abidjan, Côte d'Ivoire.
- 1.2. To fulfill this requirement, DFATD is initiating a procurement with the intention of selecting one (1) Contractor for the works.
- 1.3. The procurement will be carried out in two (2) separate stages, as followed:
  - Stage 1 – Request for Qualification (RQ), herein referred to as "RQ"
  - Stage 2 – Request for Proposals (RFP), herein referred to as "RFP"
- 1.4. The objective of the RQ is to prequalify Contractors with the necessary knowledge, skills and experience in similar projects for participation in the subsequent RFP. Contractors responding to this RQ will herein be referred to as "Respondents".
- 1.5. Respondents meeting the mandatory criteria set out in this RQ will be invited to the subsequent RFP. Existing specifications of the property in its current state will be included in the RFP.
- 1.6. Should only one (1) Contractor become prequalified under this RQ, DFATD reserves the right (but will not be obligated) to award the contract to the single responsive Respondent.
- 1.7. Should no Contractor become prequalified under this RQ, DFATD reserves the right (but will not be obligated) to cancel and reissue the RQ.

**2. OUTLINE OF TASKS**

- 2.1. Works solicited through the subsequent RFP will be based on the specifications provided by DFATD. Contractors whom submit proposals in response to the RFP will herein be referred to as "Bidders".
- 2.2. Following the evaluation of the RFP, should a contract be awarded, the Contractor will be obligated to complete the works using the specifications provided by DFATD in the RFP. The awarded Contractor will be required to perform all works while adhering to the laws and regulations of local authorities having jurisdiction in Abidjan, Cote d'Ivoire.
- 2.3. The extent of work related to the supply and install of a new central air conditioning system generally includes, but is not limited to the following:
  - Understanding of existing building structure and systems;
  - Supply and install necessary equipment and/or hardware;
  - Tasks dealing with electrical, plumbing, masonry, and commissioning of the system; and
  - Completing construction work in accordance with approved schedule and budget.
- 2.4. The quality of construction for this project will be ensured by requiring strict adherence to technical construction drawings and specifications. A Departmental Representative of DFATD will be available to provide quality assurance services throughout the duration of the works.

### 3. REQUIRED RESOURCES

- 3.1 Resources may include, but not limited to, health and safety resources, sub-contractors, and main Contractor.

### 4. PROPOSED SCHEDULE AND KEY MILESTONES

- 4.1. The project has an expected completion date of one year after contract award. Respondent's should note, below, the anticipated key milestone dates for this project. These time lines are subject to change at the sole discretion of DFATD.

#### **Stage 1 – Request for Qualification**

Issuance of Stage 1	October 5, 2022
Closing of Stage 1	October 20, 2022
Evaluation of Submissions Stage 1	October 27, 2022
Notification of results for Stage 1	October 28, 2022

*(Note: Stage 2 will be by invitation only to firms prequalified in Stage 1.)*

#### **Stage 2 - Request for Proposal**

Issuance of Stage 2	November 4, 2022
Closing of Stage 2	November 22, 2022
Evaluation of Submissions Stage 2	November 30, 2022
Contract Award	December 7, 2022

### 5. ANTICIPATED PROJECT CONSTRAINTS

- 5.1 The Contractor may not modify the order of projects to be completed according to the execution plan and the worksite plan provided by DFATD. The Contractor may not make changes to products without receiving written consent from the Departmental Representative indicating their approval of the proposed modifications or changes.

**SECTION "III" – PRE-QUALIFICATION REQUIREMENTS****1. PROPOSAL**

- 1.1.** The evaluation will be based solely on the content of the responses and any correctly submitted amendment. No assumptions should be made that Her Majesty has any previous knowledge of the Respondent's qualifications other than that supplied pursuant to this RQ.

**2. MANDATORY REQUIREMENTS FOR PRE-QUALIFICATION**

- 2.1.** Failure to comply with any of the mandatory requirements will render the Proposal non-compliant and the Proposal will receive no further consideration for the RFP stage.

Criteria	Mandatory Requirement	Compliance	Cross-Reference in Proposal (ex: attachment 1, pg.6)
<b>M1</b>	<p>The Respondent must submit three (3) projects of similar size and scope to the current statement of work, that have been completed in the last five (5) years.</p> <p>Each project must have at minimum three (3) of the following works performed by the bidder:</p> <ul style="list-style-type: none"> <li>• Be responsible for the professional quality, technical accuracy, and the coordination of all construction and other services provided;</li> <li>• Develop an execution plan;</li> <li>• Provide and install VRV type air conditioning;</li> <li>• Provide and fill out the performance verification forms for all of the components, sub-systems and integrated systems the contractor installed.</li> </ul> <p>If more than three (3) projects are submitted, only the first three (3) will be evaluated. Additional submissions will not be considered.</p>	<p>The bidder must provide the following for each project:</p> <ul style="list-style-type: none"> <li>• Project title;</li> <li>• Project location;</li> <li>• Description of the services provided by the bidder; and</li> <li>• Work period start date (month, year) and end date (month, year).</li> </ul>	
<b>M2</b>	<p>The Respondent must propose a site manager that has at least five (5) years of on-site experience as a site manager, gained within the last ten (10) years.</p> <p>The site manager's responsibilities must have included the successful implementation of construction projects while coordinating teams of sub-contractors and directly engaged workers from start to finish.</p>	<ul style="list-style-type: none"> <li>• Demonstrate that the site manager was responsible for the coordination of teams of sub-contractors and directly engaged workers;</li> <li>• Demonstrate that the site manager has five plus (5+) years of experience being an on-site site manager; and</li> <li>• Provide a CV for the site manager that demonstrates experience is within the last ten (10) years.</li> </ul>	

<b>M3</b>	The Respondent must be licensed, certified, or otherwise authorized to provide the necessary services and materials to the full extent that may be required in Abidjan, Cote d'Ivoire, for HVAC services..	The Respondent must provide a copy of license(s), certification or other documentation proving they are authorized to complete HVAC works in Abidjan, Cote d'Ivoire.	
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