



ADDENDUM # 4

Date: November 4, 2022

Title: Cleaning Services for the High Commission of Canada to India, in New Delhi

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 #21-186288. This addendum hereby forms part of the RFP and the purpose is to:

1. Answer questions related to the RFP that we recently received;
2. 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.

QUESTIONS AND ANSWERS

- Q1.** The rates will be enforced throughout the entire contract, including three irrevocable optional periods. Revised minimum wages will be paid by Embassy, whenever it be applicable by central or state government (twice in a year it is revised) or we need to consider in tender rate, which will be fixed for next 5 years. It is advisable to take the current minimum wage rate for tender purpose for all the five years and rates to be enhanced as per government notification. As we cannot correctly estimate the rate revision which is done by the state government.
- A1.** Rates will be fixed for two years, including years 3, 4, and 5. All firm monthly prices and all firm hourly rates will be increased by the annual inflation as posted by trading economics upon exercising each of the option periods. This means that Bidders will have to propose rates that include sufficient margins to absorb minimum wage adjustments as the rates in the contract won't be adjusted for minimum wage. Please refer to the Amendment to the RFP below, **ATTACHMENT 2 TO PART 3 – Financial Bid Form and Basis of Payment**.
- Q2.** No provision to quote for Machine & Tools and Cleaning consumables (Page 77, Annex B)
- A2.** We are asking Bidders to include firm monthly rates for equipment and supplies in the **Attachment 2 to Part 3 – Financial Bid Form, table 2, “Firm Monthly Rates for Equipment, Supplies”**. Taxes are not included. Please refer to the Amendment to the RFP, page 3 of this addendum.
- Q3.** In Financial Bid Form, column is not mentioned to quote the cost of supplies of material, supplies, consumables, equipment & machineries please clarify. Even quantity is not mentioned consumables and supplies. Please clarify.
- A3.** Please refer to **A2** above.



AMENDMENT TO THE RFP

1. In the ATTACHMENT 2 TO PART 3 - FINANCIAL BID FORM

DELETE:

In its entirety.

INSERT:

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):	

- B.1.** The Contractor will be paid according to the firm monthly prices and the firm hourly rates indicated in their pricing schedule, in Indian Rupee (INR). The firm monthly prices and the firm hourly rates include all costs necessary to perform the work. Taxes are not included. Canada will be invoiced according to these rates.
- B.2.** **The total estimated usage of Cleaning Services is provided in good faith and does not represent a commitment on the part of Canada. Canada's actual usage may be higher or lower. Canada will be invoiced according to the actual usage (firm monthly rates and number of hours used for overtime and "As-and-When Requested Services) and not based on the estimated number of hours per month.**
- B.3.** Travel and living expenses will not be paid for any part of the Contract, including transportation costs to and from the place of duty, or any relocation necessary to satisfy the conditions of the Contract.
- B.4.** **The rates will be enforced throughout the entire Contract, including the three irrevocable optional periods (if they are exercised) and will not be subject to future negotiation.**
- B.5.** All firm monthly prices and all firm hourly rates will be increased by the annual inflation rate (or CPI) as published by Trading Economics for India (<https://tradingeconomics.com/india/inflation-cpi>) upon exercising each of the option periods. If the rate of inflation is negative, the rates will not be adjusted. Canada will use the most recent annual inflation rate data available within 90 days of the end date of the Contract.





1. Routine Cleaning Services

Firm Hourly Rates

PERIOD	Personnel Categories ** See note 1	Firm Hourly Rates (INR) Taxes Excluded (A)	Estimated Number of Hours per Year (B)	Subtotal (INR) Taxes Excluded (A) X (B)
Initial – Year 1	Supervisor		2,912	
	Regular Cleaner		3,424	
Initial – Year 2	Supervisor		2,912	
	Regular Cleaner		3,424	
Option Period 1 (Year 3)	Supervisor	See B.5. above	2,912	See B.5. above
	Regular Cleaner	See B.5. above	3,424	See B.5. above
Option Period 2 (Year 4)	Supervisor	See B.5. above	2,912	See B.5. above
	Regular Cleaner	See B.5. above	3,424	See B.5. above
Option Period 3 (Year 5)	Supervisor	See B.5. above	2,912	See B.5. above
	Regular Cleaner	See B.5. above	3,424	See B.5. above
Evaluated Price (INR):				

**** Note 1:**

For evaluation purpose only, the calculation of the evaluated price will be determined based on the number of one (1) supervisor and one (1) cleaner however, at the award of the contract, the Contractor will be responsible to provide the quantity of personnel strength required, per personnel category, in order to meet the requirements as mentioned in Annex A – Statement of Work.

2. Firm Monthly Rates for Equipment, Supplies.

PERIOD	Firm Monthly Rates (INR) Taxes Excluded (A) ** See note 2	Estimated Number of Months per Year (B)	Subtotal (INR) Taxes Excluded (A) X (B)
Initial – Year 1		12	
Initial – Year 2		12	
Option Period 1 (Year 3)	See B.5. above	12	See B.5. above
Option Period 2 (Year 4)	See B.5. above	12	See B.5. above
Option Period 3 (Year 5)	See B.5. above	12	See B.5. above
Evaluated Price (INR):			





**** Note 2:**

1) Upon a contract award, the Contractor should provide a list of equipment; and 2) List of supplies to be submitted on a monthly basis to the Project Authority for verification and approval.

3. As-and-When-Requested Cleaning Services

Firm Hourly Rates

PERIOD	Personnel Categories <small>** See notes 3 & 4</small>	Firm Hourly Rates (INR) Taxes Excluded (A)	Estimated Number of Hours per Year (B)	Subtotal (INR) Taxes Excluded (A) X (B)
Initial – Year 1	Supervisor		96	
	Regular Cleaner		350	
Initial – Year 2	Supervisor		96	
	Regular Cleaner		350	
Option Period 1 (Year 3)	Supervisor	See B.5. above	96	See B.5. above
	Regular Cleaner	See B.5. above	350	See B.5. above
Option Period 2 (Year 4)	Supervisor	See B.5. above	96	See B.5. above
	Regular Cleaner	See B.5. above	350	See B.5. above
Option Period 3 (Year 5)	Supervisor	See B.5. above	96	See B.5. above
	Regular Cleaner	See B.5. above	350	See B.5. above
Evaluated Price (INR):				

**** Note 3:**

For evaluation purpose only, the calculation of the evaluated price will be determined based on the number of one (1) supervisor and one (1) cleaner however, at the award of the contract, the Contractor will be responsible to provide the quantity of personnel strength required, per personnel category, in order to meet the requirements as mentioned in Annex A – Statement of Work.

**** Note 4:**

As-and-When Requested Cleaning Services required to be worked outside the regular work hours will be considered as overtime and will be calculated/paid as follows:

Hourly Firm Rate for “As-and-When-Requested Cleaning Services” multiplied by 1.5.



4. Pricing Summary

PERIOD	Personnel Categories	Subtotal (INR) Taxes Excluded (Table 1 + Table 2 + Table 3)
Initial – Year 1	Supervisor	
	Regular Cleaner	
Initial – Year 2	Supervisor	
	Regular Cleaner	
Option Period 1 (Year 3)	Supervisor	See B.5. above
	Regular Cleaner	See B.5. above
Option Period 2 (Year 4)	Supervisor	See B.5. above
	Regular Cleaner	See B.5. above
Option Period 3 (Year 5)	Supervisor	See B.5. above
	Regular Cleaner	See B.5. above
Subtotal:		



3. In the ANNEX B - BASIS OF PAYMENT

DELETE:

In its entirety.

INSERT:

ANNEX B - BASIS OF PAYMENT

1. Routine Cleaning Services

Firm Hourly Rates

PERIOD	Personnel Categories	Firm Hourly Rates (INR) Taxes Excluded
Initial – Year 1	Supervisor	
	Regular Cleaner	
Initial – Year 2	Supervisor	
	Regular Cleaner	
Option Period 1 (Year 3)	Supervisor	Firm hourly rate of Year 2 + Annual inflation rate upon exercising the option period
	Regular Cleaner	Firm hourly rate of Year 2 + Annual inflation rate upon exercising the option period
Option Period 2 (Year 4)	Supervisor	Firm hourly rate of Year 3 + Annual inflation rate upon exercising the option period
	Regular Cleaner	Firm hourly rate of Year 3 + Annual inflation rate upon exercising the option period
Option Period 3 (Year 5)	Supervisor	Firm hourly rate of Year 4 + Annual inflation rate upon exercising the option period
	Regular Cleaner	Firm hourly rate of Year 4 + Annual inflation rate upon exercising the option period

2. Firm Monthly Rates for Equipment, Supplies.

PERIOD	Firm Monthly Rates (INR) Taxes Excluded
Initial – Year 1	
Initial – Year 2	
Option Period 1 (Year 3)	Firm monthly rate of Year 2 + Annual inflation rate upon exercising the option period
Option Period 2 (Year 4)	Firm monthly rate of Year 3 + Annual inflation rate upon exercising the option period
Option Period 3 (Year 5)	Firm monthly rate of Year 4 + Annual inflation rate upon exercising the option period



**** Note:**

1) Upon a contract award, the Contractor should provide a list of equipment; and 2) List of supplies to be submitted on a monthly basis to the Project Authority for verification and approval.

3. As-and-When-Requested Cleaning Services

Firm Hourly Rates

PERIOD	Personnel Categories	Firm Hourly Rates (INR) Taxes Excluded
Initial – Year 1	Supervisor	
	Regular Cleaner	
Initial – Year 2	Supervisor	
	Regular Cleaner	
Option Period 1 (Year 3)	Supervisor	Firm hourly rate of Year 2 + Annual inflation rate upon exercising the option period
	Regular Cleaner	Firm hourly rate of Year 2 + Annual inflation rate upon exercising the option period
Option Period 2 (Year 4)	Supervisor	Firm hourly rate of Year 3 + Annual inflation rate upon exercising the option period
	Regular Cleaner	Firm hourly rate of Year 3 + Annual inflation rate upon exercising the option period
Option Period 3 (Year 5)	Supervisor	Firm hourly rate of Year 4 + Annual inflation rate upon exercising the option period
	Regular Cleaner	Firm hourly rate of Year 4 + Annual inflation rate upon exercising the option period

**** Note:**

As-and-When Requested Cleaning Services required to be worked outside the regular work hours will be considered as overtime and will be calculated/paid as follows:

Hourly Firm Rate for “As-and-When-Requested Cleaning Services” multiplied by 1.5.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

