



A1. Contract Advisor

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Request for Qualification (RQ)

A2. Title Replacement of Storm and Sewage Pumps at the Embassy of Canada to China in Beijing		
A3. Solicitation Number 21-179584/B	A4. Project Number H-BEJIN-020.4.02	A5. Date November 25, 2022
A6. RQ Documents <ol style="list-style-type: none"> 1. Request for Qualification (RQ) title page 2. Submission Requirements (Section "I") 3. Background and Requirements Description (Section "II") 4. Evaluation for Prequalification (Section "III") 5. Appendix "A" – Identification of Respondent or Joint Venture 6. Appendix "B" – Respondent Project Information 7. Appendix "C" – Experience Certification <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>		
A7. Proposal Delivery <p>In order for the proposal to be valid, it must be received no later than 14:00 Eastern Standard Time (EST) on December 12, 2022 referred to herein as the "Closing Date".</p> <p>Electronic proposals must be sent only to the following email address: realproperty-contracts@international.gc.ca</p> <p>Respondents should include their name and the solicitation number in the subject/title of the email. More than one email can be sent, if necessary.</p>		
A8. Language Proposals shall be submitted in English or French.		



Section "I" – Submission Requirements

- 1.1. His Majesty the King in right of Canada, represented by the Department of Foreign Affairs, Trade and Development (DFATD), is initiating a process to prequalify contractors for the replacement of the storm pump system and the sewage pump system at the Embassy of Canada to China in Beijing. Interested suppliers are required to respond to this Request for Qualifications. Only those Respondents considered by DFATD to meet the prequalification requirements as defined in this document will be invited to submit competitive bids for this work during the Request for Proposal phase of the solicitation.
- 1.2. The project includes the supply and installation of six (6) new submersible pumps for the sewage and storm water lift stations as well as the removal and disposal of the existing submersible pumps. The scope will include, but not limited to, the removal of existing and the installation of new associative mechanical, plumbing / piping and electrical components.
- 1.3. Respondents must be capable of providing the full range of services required in English or French, and have the ability to travel to, and perform work in, Beijing, China.
- 1.4. Interested suppliers are required to submit their technical offer to this Request for Qualification (RQ) Stage 1 – Prequalification (henceforth referenced as RQ Stage 1).
- 1.5. RQ Stage 1: This stage is intended to prequalify suppliers with the necessary experience to be considered as the primary construction firm. The prequalification of suppliers is based on defined mandatory requirements specified in this document (refer to Section "III" – Evaluation for qualification, Item 2 – Mandatory Requirements for qualification).
- 1.6. Should there be an insufficient number of prequalified suppliers after RQ Stage 1 to permit a competition in Request for Proposals (RFP) - Stage 2 (henceforth referenced as RFP Stage 2), DFATD reserves the right (but will not be obligated) to cancel RFP Stage 2 or to modify the requirements and re-publish the solicitation using the same or a different approach, including but not limited to the aforementioned prequalification process and opening the RFP process to any and all suppliers. The assessment of the sufficiency of number of prequalified suppliers shall be at DFATD's sole and absolute discretion. Alternatively, if technical offers received from this RQ Stage 1 indicate that such capability and interest exists, DFATD may solicit proposals by means of a RFP.
- 1.7. Suppliers that are capable and interested are to provide a technical offer by the Closing Date and Time on page 1. Technical offers must include all three appendices (Appendix A - Identification of Respondent, Appendix B – Mandatory technical Criteria, and Appendix C – Experience Certification) in this RQ Stage 1, duly completed. Technical offers may also include existing material (brochures, corporate profiles, reference letters, etc.), but must clearly demonstrate how the Respondent meets the requirements.
- 1.8. Email technical offers must include attachments in Portable Document Format (.pdf). Respondents must follow the specifications format instructions described below, during the preparation of their technical offer:
 - Minimum type face of 10 points.
 - All material must be formatted to a document size of 8.5" x 11" or A4.
 - For clarity and comparative evaluation, the Respondent must respond using the same subject headings and numbering structure as in this RQ Stage 1 document.
- 1.9. More than one e-mail can be sent if necessary. If the same files are sent in more than one e-mail, the latest of those files received will be used for evaluation purposes and the previous one(s) will not be considered.
- 1.10. DFATD will take no responsibility if a technical offer 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.



- 1.11. 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.
- 1.12. It is strongly recommended that Respondents confirm with the Contract Advisor that their complete technical offer was received. For this same reason, it is recommended that in cases where more than one e-mail containing documents comprising the technical offer is submitted, the emails be numbered and the total number of emails sent in the technical offer to the RQ Stage 1 also be identified.
- 1.13. This RQ Stage 1 must not be construed as an invitation to submit a proposal and no contract will be negotiated or awarded to any Respondent. DFATD is under no obligation to issue a subsequent RFP and will not reimburse expenditures incurred by Respondents responding to this RQ Stage 1.
- 1.14. DFATD reserves the right to modify the requirements, in part or in full, as it deems necessary. DFATD also reserves the right to use the technical offers in the preparation of any subsequent solicitation or for any other reason.
- 1.15. Mandatory criteria are expressed by using imperative verbs such "must", "shall", and "will".
- 1.16. All technical offers will be treated confidentially.
- 1.17. Enquiries
 - All enquiries or issues concerning this RQ Stage 1 must be submitted in writing to the Contract Advisor as early as possible within the solicitation period. Enquiries and issues must be received no later than three (3) business days prior to the Closing Date and Time to allow sufficient time to provide a response. Enquiries received after that time may not be answered prior to the Closing Date.
 - To ensure consistency and quality of information provided to Respondents, the Contract Advisor will give notice, in the same manner as this RQ Stage 1, of any additional information in response to significant enquiries received without revealing the sources of the enquiries.
 - All enquiries and other communications with government officials throughout the solicitation period must be directed ONLY to the Contract Advisor named herein. Non-compliance with this condition during the solicitation period may (for that reason alone) result in the disqualification of your proposal.



Section "II" – Background & Requirement Description

1. OBJECTIVES

- 1.1. The objective of this Request for Qualification is to prequalify suppliers with the necessary knowledge, skills and experience in similar projects for participation in the subsequent Stage 2 – Request for Proposal (RFP).
- 1.2. The objective of the proposed work is to replace the storm pump system and sewage pump system at the Embassy of Canada to China in Beijing.

2. OUTLINE OF TASKS

- 2.1. This presents a unique opportunity for appropriately qualified and experienced contractors to demonstrate their knowledge, skills and experience to implement quality upgrades, as will be defined in DFATD's technical requirements (in RFP Stage 2).
- 2.2. The contractor will be required to exercise logistical efficiency during the construction, including, but not limited to: scheduling, progress reporting, change management, submission of shop drawings and technical product information, and reviews/inspections, on-site commissioning, and other tasks typical in building construction.
- 2.3. The quality of construction for this work will be ensured by: design reviews by DFATD; by requiring strict compliance to approved construction drawings, specifications; and by other procedural requirements related to construction contracts in general.

3. REQUIRED RESOURCES

- 3.1. A Site Foreman/Project Manager will be required for the overall successful management of the project, from start to finish. The Project Manager would be the first point of contact with DFATD for day to day communications.

4. PROPOSED SCHEDULE AND KEY MILESTONES

- 4.1. The dates below are estimates only to provide potential contractors a general indication of the anticipated key milestone dates for this project. These timelines are subject to change at the sole discretion of DFATD.

Stage 1 – Request for Qualification (RQ)

Issuance of Stage 1 – RQ	November 25, 2022
Closing of Stage 1 – RQ	15 days after Issuance of Stage 1
Notification of Results of Stage 1 – RQ	14 days after Closing of Stage 1

Stage 2 – Request for Proposal (RFP)

Issuance of Stage 2 – RFP	7 days after the Notification of Results of Stage 1
Closing of Stage 2 – RFP	15 days after Issuance of Stage 2
Evaluation of Proposals	10 days after Closing of Stage 2
Award of Contract	7 days after Evaluation of Proposals
Construction Completion	4 months after Award of Contract



5. RESPONSIBILITIES OF THE CONTRACTOR

5.2. General Responsibilities of the Contractor

5.2.1. Construction - The Contractor will be responsible for all aspects of the construction and testing process based on the drawings and scope of work, which will be supplied in RFP Stage 2. This includes the procurement, transport, storage, handling and installation of materials and equipment, payment of all taxes, duties and surcharges, recruitment, deployment, management and accommodation of personnel.

5.2.2. Sustainable Development - DFATD is committed to the principles of sustainable design and energy efficiency and encourages their incorporation in all its building projects. To this end, the selected Contractor will be expected to reflect these principles in all stages of the construction process.

5.2.3. Contractor's Document Management - The Contractor will be responsible for setting up and maintaining its own comprehensive and orderly document management system during all stages of project delivery from shop drawing approvals, construction, change management process, commissioning, to project close-out and handover.

5.2.4. On-Line Document Management - DFATD will use a previously selected on-line documentation system to facilitate collaboration between the various members of the project team. All project participants, including the selected Contractor will be expected to use DFATD's on-line document management system during the entire construction process.

5.2.5. Health and Safety On Site - The Contractor will be responsible for establishing and maintaining a project-specific Health and Safety program at the location of construction and testing, and for providing the necessary Personal Protective Equipment (PPE) to ensure a safe environment during the work.

5.2.6. Cost Control – The Contractor will be required to maintain and present detailed valuations and related breakdowns of costs associated with progress billings through the entire construction and testing process.

5.2.7. Schedule Control – The Contractor will be required to provide regular schedule updates in industry standard formats as approved by DFATD through the entire construction and testing process.

5.2.8. Quality Control – In the interest of ensuring quality control, the Contractor will be required to follow DFATD's procedures during the entire construction and testing process as related to the submission of shop drawings and product information, Request for Information (RFI); Request for Product Substitution; and the submission of mock-ups of selected building elements, as directed by DFATD.

5.2.9. Change Management - The Contractor will be required to follow DFATD's change management procedures and keep detailed records for all proposed and approved changes to the construction and testing contract using the on-line document management system outlined above.



Section “III” – Evaluation for Qualification

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 His Majesty has any previous knowledge of the Respondent’s qualifications other than that supplied pursuant to this RQ.
- 1.2 All material should not exceed ten (10) double-sized pages. Material exceeding the ten page maximum will not be considered. Copies of required certificates and licences, and title pages are not included in the ten page limit.

2. MANDATORY REQUIREMENTS FOR 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

Respondent’s Experience		
Criteria	Mandatory Requirement	Information Required
M1	The Respondent must have ten (10) years’ experience in construction projects, with the supply and installation of commercial pumps.	The Respondent must provide documentation proving that they have ten (10) years of experience.
M2	The Respondent must identify a Site foreman/Project Manager to manage the project with five (5) years of experience managing projects.	The Respondent must provide documentation in the form of a resume proving that the identified Site foreman/Project Manager has five (5) years of experience.
M3	<p>The Respondent must have met substantial completion on three (3) similar construction projects, each with a construction value of at least \$125,000 USD, in which the Contractor functioned in the role of the General Contractor for the entire period of the project. The projects provided must have reached substantial completion in the past ten (10) years to RQ closing date.</p> <p>Similar is defined by the following: To be considered a similar construction project, the work must include a minimum of 3 of the following tasks performed by the Contractor.</p> <ul style="list-style-type: none"> ▪ Installation of commercial sump pumps; ▪ Installation of plumbing; ▪ Electrical and/or Mechanical works; ▪ Tying in to existing mechanical piping. 	The Respondent must provide documentation in the form of Appendix B - Bidder’s Project Information .



APPENDIX "A" - IDENTIFICATION OF RESPONDENT OR JOINT VENTURE

Legal Operating Name of Respondent:
Name of Contact:
Mailing Address:
Telephone No.:
E-mail Address:

In the case of a Joint Venture, the following must also be completed

Name of each member of the Joint Venture:
Role and expertise of each member of the Joint Venture:
Name of the representative of the Joint Venture:



APPENDIX “B” – RESPONDENT’S PROJECT INFORMATION

B.1 Construction Projects *(project 1 of 3)*

<p>The Respondent must have met substantial completion on 3 similar construction projects, each with a construction value of at least \$125,000 USD, in which the Contractor functioned in the role of the General Contractor for the entire period of the project. The projects provided must have reached substantial completion in the past 10 years to RQ closing date.</p>	
<p>Project Title:</p>	
<p>Client:</p>	<p>Completion Date: <i>(must be after November 24, 2012)</i></p>
<p>Description of project <i>(give details supporting that the Respondent functioned in the role of General or Prime Contractor for the entire period of the project:</i></p>	
<p>To be considered a similar construction project, the work must include a minimum of 3 of the following tasks performed by the Contractor. Check all that apply, minimum of 3.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Installation of commercial sump pumps; <input type="checkbox"/> Installation of plumbing; <input type="checkbox"/> Electrical/Mechanical works; <input type="checkbox"/> Tying in to existing mechanical piping; 	
<p>Client Contact Reference:</p>	<p>Telephone:</p>
<p>E-mail:</p>	



B.3 Construction Projects (*project 3 of 3*)

The Respondent must have met substantial completion on 3 similar construction projects, each with a construction value of at least \$125,000 USD, in which the Contractor functioned in the role of the General Contractor for the entire period of the project. The projects provided must have reached substantial completion in the past 10 years to RQ closing date.

Project Title:

Client:

Completion Date:

(must be after November 24, 2012)

Description of project (*give details supporting that the Respondent functioned in the role of General or Prime Contractor for the entire period of the project:*

To be considered a similar construction project, the work must include a minimum of 3 of the following tasks performed by the Contractor. Check all that apply, minimum of 3.

- Installation of commercial sump pumps;
- Installation of plumbing;
- Electrical/Mechanical works;
- Tying in to existing mechanical piping;

Client Representative:

Telephone:

E-mail:



APPENDIX “C” - EXPERIENCE CERTIFICATION

I, the Contractor, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The information provided to Canada are subject to verification at all times. I understand that Canada will declare a Technical Offer non-responsive, or will declare a Contractor in default, if information is found to be untrue, whether during the Technical Offer evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Contractor's information. Failure to comply with any request or requirement imposed by Canada may render the Technical Offer non-responsive or constitute a default under the Contract.

Legal Operating name of the Respondent:	
Contact information for Respondent's Representative	Name:
	Telephone Number:
	E-mail address:

Signature:

Date:
