



**RETURN BIDS TO:**

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[Grant.bott@international.gc.ca](mailto:Grant.bott@international.gc.ca)

**REQUEST FOR PROPOSAL -  
AMENDMENT  
DEMANDE DE PROPOSITION  
- MODIFICATION**

**Proposal To:** Department of Foreign Affairs Trade and Development.

We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

**Proposition aux:** Ministère des Affaires étrangères, commerce et développement

Nous offrons par la présente de vendre à Sa Majesté Le Roi du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toutes feuilles ci-annexées, au(x) prix indiqué(s).

**Comments - Commentaires**

**Issuing Office – Bureau de distribution**

Foreign Affairs, Trade and Development / Affaires étrangères, commerce et développement, SPBC  
200 Promenade du Portage,  
Gatineau, QC

<b>Title – Sujet</b> Field Support Services Project – Colombia and Ecuador	
<b>Solicitation No. – N° de l'invitation</b> 23-236864-1	<b>Date</b> February 13, 2024 / Le 13 février 2024
<b>Amendment No. - N° de modification</b> 001	
<b>Client Reference No. – N° référence du client</b> 23-236864-1	
<b>GETS Reference No. – N° de référence de SEAG</b>	
<b>File No. – N° de dossier</b> 23-236864-1	<b>CCC No. / N° CCC - FMS No. / N° VME</b>
<b>Solicitation closes – L'invitation prend fin</b> at – à 02 :00 PM / 14 :00h on – le March 20, 2024 / le 20 mars 2024	<b>Time Zone - Fuseau horaire</b> EDT/HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Inquiries to : - Adresser toutes questions à:</b> Grant Bott – Senior Contracting Officer	<b>Buyer Id – Id de l'acheteur</b>
<b>E-mail :</b> <a href="mailto:grant.bott@international.gc.ca">grant.bott@international.gc.ca</a>	<b>FAX No. – N° de FAX</b>
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b>  Department of Foreign Affairs, Trade and Development (DFATD)/ Ministère des Affaires étrangères, commerce et développement (MAECD)	

<b>Delivery required - Livraison exigée</b>	<b>Delivered Offered – Livraison proposée</b>
<b>Vendor/firm Name and address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm (type or print)</b>  -Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
<b>Signature</b>	<b>Date</b>



Amendment 001 for RFP 23-236864-1 is raised to:

1. In response to Question 1 of Q & A Series 1, within Annex D – Evaluation Criteria: RTCs 1.1, 1.2, 2.1, 2.2, 3.1 and 3.2 will have additional clarity as it relates to the Foreign Credential Validation against Canadian Standards assessment.
2. In response to Question 4 of Q & A Series 1, within Annex D – Evaluation Criteria: definitions will be added as requested.
3. In response to Question 3 of Q & A Series 1, within Annex A – Statement of Work, Section 3 – Travel, language is being added to define a notice period for travel and meeting requests.
4. Replace “Local Reimbursable Expenses” with “Other Direct Costs”
5. Extend the solicitation period by one (1) week.

1.

DELETE:

RTCs 1.1, 1.2, 2.1, 2.2, 3.1 and 3.2 in its entirety; and

INSERT:

<b>RTC 1.1</b>	<p><b>Academic Qualifications</b></p> <p>The Bidder should submit a copy of the proposed Project Manager’s highest level of education completed in a relevant discipline* from a recognized educational institution**. Canada will only consider programs of study that the proposed resource has successfully completed at the time of bid closing.</p> <p>For the purposes of this evaluation, “relevant discipline” is defined as a discipline related with political science, law, international development, economics, finance, administration, project management, social sciences, engineering, or applied sciences.</p> <p><b>A copy of the stated proof of education MUST be provided with the proposal.</b></p> <p>If the proposed resource’s education was obtained outside of Canada, the bidder <b>must</b> submit a Foreign Credential Validation against Canadian Standards assessment. Bidders can reach out to the <a href="#">Canadian Information Centre for International Credentials (CICIC)</a>, who can assist with the</p>	<ul style="list-style-type: none"> <li>• Post-graduate degree (i.e., higher than a bachelor’s degree): <b>10 points</b></li> <li>• Undergraduate degree (i.e., bachelor* or equivalent): <b>5 points</b></li> </ul>	<b>/10</b>	
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	<p>process. Bidders will be permitted up to a maximum of 60 calendar days after the date of bid closing, to provide the assessment.</p>			
<p><b>RTC 1.2</b></p>	<p><b>Training Certificates</b></p> <p>The Bidder <b>SHOULD</b> submit the <b>proposed Project Manager’s</b> additional training certificates not part of the education evaluated in RTC 1.1 obtained from a recognized educational institution* or professional association* prior to the date of bid closing, in the following fields:</p> <ul style="list-style-type: none"> <li>• Project management.</li> <li>• Public administration.</li> <li>• Results-based management.</li> <li>• Human resource management.</li> <li>• Conflict management.</li> <li>• Financial management.</li> <li>• Innovative financing mechanism for international development.</li> <li>• Capacity building or coaching approach.</li> <li>• Gender equality or gender sensitivity training.</li> </ul> <p><b>The stated proof of the valid certification MUST be provided with the proposal.</b></p> <p>If the proposed resource’s education was obtained outside of Canada, the bidder <b>must</b> submit a Foreign Credential Validation against Canadian Standards assessment. Bidders can reach out to the <a href="#">Canadian Information Centre for International Credentials (CICIC)</a>, who can assist with the process. Bidders will be permitted up to a maximum of 60 calendar days after the date of bid closing, to provide the assessment.</p>	<ul style="list-style-type: none"> <li>• <b>1 point</b> per certificate obtained, <b>3 points maximum</b></li> </ul>	<p>/3</p>	

<p><b>RTC 2.1</b></p>	<p><b>Academic Qualifications</b></p> <p>The Bidder should submit a copy of the proposed Project Coordinator’s highest level of education completed in a relevant discipline* from a recognized educational institution**. Canada will only consider programs of study that the proposed resource has successfully completed at the time of bid closing.</p>	<ul style="list-style-type: none"> <li>• Post-graduate degree (i.e., higher than a bachelor’s degree): <b>10 points</b></li> <li>• Undergraduate degree (i.e., bachelor* or equivalent): <b>5 points</b></li> </ul>		
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	<p>For the purposes of this evaluation, “relevant discipline” is defined as a discipline related with political science, law, international development, economics, finance, business administration, project management, social sciences, engineering, or applied sciences.</p> <p><b>A copy of the stated proof of education MUST be provided with the proposal.</b></p> <p>If the proposed resource’s education was obtained outside of Canada, the bidder <b>must</b> submit a Foreign Credential Validation against Canadian Standards assessment. Bidders can reach out to the <a href="#">Canadian Information Centre for International Credentials (CICIC)</a>, who can assist with the process. <b>Bidders will be permitted up to a maximum of 60 calendar days after the date of bid closing, to provide the assessment.</b></p>		<b>/10</b>	
<p><b>RTC 2.2</b></p>	<p><b>Training Certificates</b></p> <p>The Bidder should submit the proposed Project Coordinator’s additional training certificates not part of the education evaluated in RTC 2.1 obtained by from a recognized educational institution* or professional association* prior to the date of bid closing, in the following fields:</p> <ul style="list-style-type: none"> <li>• Project management;</li> <li>• Public administration;</li> <li>• Results-based management;</li> <li>• Human resource management;</li> <li>• Conflict management;</li> <li>• Financial management;</li> <li>• Capacity building or coaching approach;</li> <li>• Gender equality or gender sensitivity training.</li> </ul> <p><b>The stated proof of the valid certification MUST be provided with the proposal.</b></p> <p>If the proposed resource’s education was obtained outside of Canada, the bidder <b>must</b> submit a Foreign Credential Validation against Canadian Standards assessment. Bidders can reach out to the <a href="#">Canadian Information Centre for International Credentials (CICIC)</a>, who can assist with the process. <b>Bidders will be permitted up to a maximum of 60 calendar days after the date of bid closing, to provide the assessment.</b></p>	<p><b>1 point</b> per certificate obtained, <b>3 points maximum</b></p>	<b>/3</b>	



<p><b>RTC 3.1</b></p>	<p><b>Academic Qualifications</b></p> <p>The Bidder should submit a copy of the proposed Financial and Administrative Officer’s highest level of education completed in a relevant discipline* from a recognized educational institution**. Canada will only consider programs of study that the proposed resource has successfully completed at the time of bid closing.</p> <p>For the purposes of this evaluation, “relevant discipline” is defined as a discipline related with business, finance, accounting, or management.</p> <p><b>A copy of the stated proof of education MUST be provided with the proposal.</b></p> <p>If the proposed resource’s education was obtained outside of Canada, the bidder <b>must</b> submit a Foreign Credential Validation against Canadian Standards assessment. Bidders can reach out to the <a href="#">Canadian Information Centre for International Credentials (CICIC)</a>, who can assist with the process. <b>Bidders will be permitted up to a maximum of 60 calendar days after the date of bid closing, to provide the assessment.</b></p>	<ul style="list-style-type: none"> <li>• Undergraduate degree (i.e., bachelor* or equivalent): <b>6 points</b></li> <li>• College diploma: <b>3 points</b></li> </ul>	<p>/6</p>	
<p><b>RTC 3.2</b></p>	<p><b>Training Certificates</b></p> <p>The Bidder should submit the proposed Financial and Administrative Officer’s additional training certificates not part of the education evaluated in RTC 3.1 obtained by from a recognized educational institution* or professional association* prior to the date of bid closing, in the following fields:</p> <ul style="list-style-type: none"> <li>• Accounting Management (such as Certified Public Accountant (CPA), Certified General Accountant (CGA), Chartered Financial Analyst (CFA))</li> <li>• Financial Management</li> <li>• Business Management</li> </ul> <p><b>The stated proof of the valid designation or certification MUST be provided with the proposal.</b></p> <p>If the proposed resource’s education was obtained outside of Canada, the bidder <b>must</b> submit a Foreign Credential Validation against Canadian Standards assessment. Bidders can reach out to the <a href="#">Canadian Information Centre for International Credentials (CICIC)</a>, who can assist with the process. <b>Bidders will be permitted up to a</b></p>	<p><b>1 point per certificate obtained, 2 points maximum</b></p>	<p>/2</p>	



	maximum of 60 calendar days after the date of bid closing, to provide the assessment.			
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2.

**INSERT into Annex D – Evaluation Criteria:**

For this bid solicitation, the following definitions apply to the requirement:

- **Developing country(ies):** Includes any countries and territories listed in the Organization for Economic Co-operation and Development’s (OECD) Development Assistance Committee (DAC) list of Official Development Assistance (ODA) recipients. The list can be found at the following website: <https://www.oecd.org/dac/financing-sustainable-development/developmentfinance-standards/daclist.htm>
- **International development assistance stakeholder(s):** Includes the following types of organizations involved in international development: civil society organizations (CSOs), the private sector, think tanks, academia, multilateral organizations, donors, local or national governments.
- **International development project:** A project with a mandate to support the achievement of Sustainable Development Goals (SDGs) in developing countries to reduce poverty and contribute to a more secure, equitable and prosperous world.
- **Project Countries:** Colombia and Ecuador.
- **Project Region:** the Andean region, which includes Colombia and Ecuador.
- **Recognized Educational Institution:** defined as public, non-governmental or private entity that has been given or has limited authority to grant degrees by an act of the relevant legislature.
- **Professional Association:** an organization made up of members that practice a profession or activity, which oversees the knowledge and skills of its members, the exercise of the profession or trade and the conduct of its members.
- **Discipline:** defined as a discipline related to political sciences, law, international development, economics, finance, business administration, project management, social sciences, engineering or applied sciences.
- **Project:** For the purpose of the evaluation, the term “project” is defined as a mandate with specific tasks, products/deliverables and a specific period of assignment. A project can be part of a full-time job.

3.

**DELETE:**

Within Annex A, **Section 3 – Travel** in its entirety; and

**INSERT:**

**3. Travel**



The Contractor must be aware of Government of Canada travel reports and warnings. Moreover, travel arrangements and meeting room capacity must comply with Government of Colombia and Government of Ecuador guidelines relating to social distancing and security measures (if applicable) at the time of travel.

The FSSP resources and the technical specialists must meet in person or virtually with DFATD representatives, government representatives and other stakeholders in Colombia and Ecuador, when requested. Regular meetings and visits may also take place outside of Bogotá, based on the FSSP's needs. The technical authority (TA) will provide notice of up to one calendar week for these meetings and, if necessary, discuss logistical aspects with the consultant.

All travel must be pre-authorized by the Technical Authority and be in accordance with the [National Joint Council \(NJC\) Travel Directive](#).

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#### 4.

##### DELETE:

Part 4 – Evaluation Procedures and Basis of Selection, **Section 4.1.3 Scoring in its entirety**; and

##### INSERT:

#### PART 4:

##### 4.1.3 Scoring

To determine the **evaluated bid price**, the calculation is as follows:

- I. The Professional Services Categories firm daily rates proposed for the initial contract period, year 1 to year 5, will be added together.
- II. The result obtained in I. above will be added with the limitation of expenditures for the Technical Specialist(s) / Sub-contractor(s), **Other Direct Costs** & Travel & Living Expenses. This will provide the evaluated price of the bid.

##### DELETE:

Within Part 6 – Resulting Contract Clause, Section 6.7.1, **Subsection D Local Reimbursable Expenses in its entirety**; and

##### INSERT:

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**D. Other Direct Costs – Transportation, accommodation for third parties**

The Contractor will be reimbursed for the direct costs that it reasonably and properly incurred for the transportation, accommodation of third parties, during their participation in the training and knowledge sharing sessions.

By third party we mean participants who do not receive fees, remuneration or other forms of compensation through the budget of this contract.

These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

**Limitation of Expenditure for Other Direct Costs  
Transportation, accommodation for third parties (Without mark-up) - CAN \$ 150,000.00**

**DELETE:**

Within Annex B – Basis of Payment, **Table 6, and the Sub-total table in its entirety;** and

**INSERT:**

**TABLE 6**

<b>INITIAL CONTRACT PERIOD – YEARS 1 TO 5</b>	
<b>B. TRAVEL AND LIVING EXPENSES – Year 1 to Year 5</b>	<b>LIMITATION OF EXPENDITURE CA \$</b>
<p>The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the <a href="#">National Joint Council Travel Directive</a>, and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.</p> <p><b>All travel must have the prior authorization of the Technical Authority.</b></p>	<b>250 000 \$</b>
<b>C. TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S) – Year 1 to Year 5</b>	<b>LIMITATION OF EXPENDITURE CA \$</b>
<p><b>TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S) (PER DIEM)</b></p> <p><b>Expenditures for Technical Specialists/Sub-contractors MUST have the prior authorization of the Technical Authority.</b></p> <p><b>NOTE: Technical Specialists and Sub-Contractors MUST NOT be used to substitute for the resources named under A. Categories of Professional Services.</b></p>	<b>4 035 000 \$</b>
<b>D. Other Direct Costs – Year 1 to Year 5</b> <b>Transportation, accommodation for third parties</b>	<b>LIMITATION OF EXPENDITURE</b>





	CA \$
<p>The Contractor will be reimbursed for the direct costs that it reasonably and properly incurred for the transportation, accommodation of third parties, during their participation in the training and knowledge sharing sessions.</p> <p>Third party participants are defined as individuals who do not receive fees, remuneration or other forms of compensation through the budget of this contract.</p> <p>These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.</p>	<b>150 000 \$</b>

<b>TOTAL – YEAR 1 TO YEAR 5</b>	
<b>A. SUB-TOTAL – PROFESSIONAL SERVICES CATEGORIES</b>	<b>\$</b>
<b>B. SUB -TOTAL – TRAVEL AND LIVING EXPENSES</b>	<b>250 000 \$</b>
<b>C. SUB –TOTAL – TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S)</b>	<b>4 035 000 \$</b>
<b>D. SUB –TOTAL – Other Direct Costs</b>	<b>150 000 \$</b>
<b>YEAR 1 TO YEAR 5 - SUB-TOTAL - A.+B.+C.+D. CA \$</b>	<b>\$</b>

**5.**

**Delete:**

Solicitation Closing Date: March 13, 2024 at 2:00pm EDT; and

**INSERT:**

Solicitation Closing Date: March 20, 2024 at 2:00pm EDT.