



ADDENDUM # 3

Date: April 12, 2024

Title: Cleaning Services for the Embassy of Canada to Switzerland in Bern

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#24-253012. This addendum hereby forms part of the RFP and the purpose is to:

- 1. Make modifications to the RFP.

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

AMENDMENT TO THE RFP

1. ATTACHMENT 2 TO PART 3 - FINANCIAL BID FORM

DELETE:

In its entirety.

INSERT:

Table with 2 columns: Field Name, Value. Fields include Name of Bidder, Address, Contact person, Phone number, E-mail, Print name, Signature, Date.





- B.1.** The Contractor will be paid according to the firm monthly materials/supplies and labour rates and the firm hourly rates indicated in their pricing schedule, in the Swiss franc (CHF). The firm monthly rates 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 As and When Required 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.
- 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 rates will be increased by the annual inflation rate (or CPI) as published by Trading Economics for Switzerland (<https://tradingeconomics.com/switzerland/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.
- B.6.** In the event the government of Switzerland or an applicable labour union increases the minimum wage of personnel, the labor rates (as defined in clause **B.7.**) will be increased by the percentage difference between the most recent CPI increase and the minimum wage / union wage increase **upon exercising each of the option periods**. The Contractor is responsible to notify Canada of the increase.
- B.7.** Labour Rate: This is the rate that represents all the labour costs for the cleaning personnel.
- B.8.** Overhead Rate: This is the rate that represents all the costs of performing the Work other than labour and materials/supplies costs.



1. Routine Cleaning Services

1.1 Firm Monthly Materials/Supplies Rates

PERIOD	Firm Monthly Materials/Supplies Rate (CHF) Taxes Excluded (A)	Number of Months (B)	Subtotal (CHF) Taxes Excluded (C) (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 (CHF):			

1.2 Firm Monthly Labor Rates

PERIOD	Firm Monthly Labor Rate (CHF) Taxes Excluded (A)	Firm Monthly Overhead Rate (CHF) Taxes Excluded (B)	Total Rate per Month (CHF) (C) (A) + (B)	Number of Months (D)	Subtotal (CHF) Taxes Excluded (E) (C) X (D)
Initial – Year 1				12	
Initial – Year 2				12	
Option Period 1 – Year 3	See B.5. and B.6. above	See B.5. above		12	See B.5. and B.6. above
Option Period 2 – Year 4	See B.5. and B.6. above	See B.5. above		12	See B.5. and B.6. above
Option Period 3 – Year 5	See B.5. and B.6. above	See B.5. above		12	See B.5. and B.6. above
Evaluated Price (CHF):					



2. As and When Required Services

2.1 Firm Hourly Rates

PERIOD	Firm Hourly Labor Rate (CHF) Taxes Excluded (A)	Firm Hourly Overhead Rate (CHF) Taxes Excluded (B)	Total Rate per Hour (CHF) (C) (A) + (B)	Estimated Number of Hours (D)	Subtotal (CHF) Taxes Excluded (E) (C) X (D)
Initial – Year 1				50	
Initial – Year 2				50	
Option Period 1 – Year 3	See B.5. and B.6. above	See B.5.above		50	See B.5. and B.6. above
Option Period 2 – Year 4	See B.5. and B.6. above	See B.5.above		50	See B.5. and B.6. above
Option Period 3 – Year 5	See B.5. and B.6. above	See B.5.above		50	See B.5. and B.6. above
Evaluated Price (CHF) :					

2. ANNEX B - BASIS OF PAYMENT

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In its entirety.

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- B.1.** The Contractor will be paid according to the firm monthly materials/supplies and labor rates and the firm hourly rates indicated in their pricing schedule, in the Swiss franc (CHF). The firm monthly rates 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 As and When Required 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.
- 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 rates will be increased by the annual inflation rate (or CPI) as published by Trading Economics for Switzerland (<https://tradingeconomics.com/switzerland/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.





- B.6.** In the event the government of Switzerland or an applicable labour union increases, the minimum wage of cleaning personnel wages (as defined in clause **B.7.**) will be increased by the percentage difference between the most recent CPI increase and the minimum wage / union wage increase **upon exercising each of the option periods.** The Contractor is responsible to notify Canada of the increase.
- B.7.** Labour Rate: This is the rate that represents all the labour costs for the cleaning personnel.
- B.8.** Overhead Rate: This is the rate that represents all the costs of performing the Work other than labour and materials/supplies costs.

1. Routine Cleaning Services

1.1 Firm Monthly Materials/Supplies Rates

PERIOD	Firm Monthly Materials/Supplies Rate (CHF) Taxes Excluded (A)
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

1.2 Firm Monthly Labor Rates

PERIOD	Firm Monthly Labor Rate (CHF) Taxes Excluded (A)	Firm Monthly Overhead Rate (CHF) Taxes Excluded (B)	Total Rate per Month (CHF) (C) (A) + (B)
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 and the percentage difference between the most recent CPI increase and the minimum wage increase upon exercising the option period	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 and the percentage difference between the most recent CPI increase and the minimum wage increase upon exercising the option period	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 and the percentage difference between the most recent CPI increase and the minimum wage increase upon exercising the option period	Firm monthly rate of Year 4 + Annual inflation rate upon exercising the option period	



2. As and When Required Services

2.1 Firm Hourly Rates

PERIOD	Firm Hourly Labor Rate (CHF) Taxes Excluded (A)	Firm Hourly Overhead Rate (CHF) Taxes Excluded (B)	Total Rate per Hour (CHF) (C) (A) + (B)
Initial – Year 1			
Initial – Year 2			
Option Period 1 – Year 3	Firm hourly rate of Year 2 + Annual inflation rate upon exercising the option period and the percentage difference between the most recent CPI increase and the minimum wage increase upon exercising the option period	Firm hourly rate of Year 2 + Annual inflation rate upon exercising the option period	
Option Period 2 – Year 4	Firm hourly rate of Year 3 + Annual inflation rate upon exercising the option period and the percentage difference between the most recent CPI increase and the minimum wage increase upon exercising the option period	Firm hourly rate of Year 3 + Annual inflation rate upon exercising the option period	
Option Period 3 – Year 5	Firm hourly rate of Year 4 + Annual inflation rate upon exercising the option period and the percentage difference between the most recent CPI increase and the minimum wage increase upon exercising the option period	Firm hourly rate of Year 4 + Annual inflation rate upon exercising the option period	

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED