



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :**

Bid Receiving/Réception des soumissions

**Email / Courriel :**

[urp-bru@international.gc.ca](mailto:urp-bru@international.gc.ca)

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

We hereby offer to sell to 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 au 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 / Titre</b> Field Support Services Project (FSSP) in Nigeria		<b>Date</b> April 29, 2024
<b>Solicitation No. / N° de l'invitation:</b> 23-238135		
<b>Client Reference No. / No. de référence du client(e):</b> P-010366		
<b>Solicitation Closes / L'invitation prend fin</b> <b>At / à :</b> 2:00 pm / 14:00 pm EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est) <b>On / le :</b> June 11, 2024		
<b>F.O.B. / F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Destination of Goods and Services / Destinations des biens et services</b> Department of Foreign Affairs, Trade and Development (DFATD)/ Ministère des Affaires étrangères, commerce et développement (MAECD)		
<b>Address Inquiries to : / Adresser toute demande de renseignements à :</b> Viacheslav Zub (he/il) Senior Contracting Officer <b>Email / Courriel:</b> <a href="mailto:Viacheslav.Zub@international.gc.ca">Viacheslav.Zub@international.gc.ca</a>		
<b>Delivery Required / Livraison exigée</b> See herein — Voir en ceci	<b>Delivery Offered / Livraison proposée</b>	
<b>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</b>		
<b>Telephone No. / No. de téléphone</b>	<b>Facsimile No. / No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with this bid solicitation

### **1.2 Statement of Work**

The Work to be performed is detailed under Annex A Statement of Work of the resulting contract.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing or by telephone.

### **1.4 Trade Agreements**

The requirement is subject to the:

- Canadian Free Trade Agreement (CFTA)
- North American Free Trade Agreement (NAFTA)
- Canada-UK Trade Continuity Agreement (Canada-UK TCA)
- Canada-Chile Free Trade Agreement (CCFTA)
- Canada-Colombia Free Trade Agreement (CCoIFTA)
- Canada-Peru Free Trade Agreement (CPFTA)
- World Trade Organization-Agreement on Government Procurement (WTO-AGP)
- Canada-Panama Free Trade Agreement (CPaFTA)
- Canada-Korea Free Trade Agreement (CKFTA)
- Canada - Ukraine Free Trade Agreement (CUFTA)
- Canada - European Union Comprehensive Economic and Trade Agreement (CETA)
- Canada-Honduras Free Trade Agreement (CHFTA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)



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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

**As this solicitation is issued by Department of Foreign Affairs, Trade and Development (DFATD), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFATD or its Minister(s).**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 180 days

### 2.2 Submission of Bids

Bids must be submitted by the date, time and place indicated on page 1 of the bid solicitation.

#### **DO NOT COPY THE CONTRACTING AUTHORITY**

Due to the nature of the bid solicitation, bids transmitted by facsimile to DFATD will not be accepted.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### 2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario, Canada.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.



## 2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - DFATD [Internal Review Mechanism \(IRM\)](#). Complaints should be submitted using the [IRM Enquiry Form](#).
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that the Bidder submit **all** its **email** bid in separately saved sections as follows and **prior to the bid closing date, time and location**:

**Section I: Technical Bid** (one soft copy in PDF format)

**Section II: Financial Bid** (one soft copy in PDF format)

**Section III: Certifications** (one soft copy in PDF format)

#### **Important Note:**

The Department of Foreign Affairs, Trade and Development (DFATD) requests that Bidders follow the format instructions described below in the preparation of their bid:

- Use a numbering system corresponding to that of the bid solicitation;
- The size of the e-mail, including all attachments should **not exceed 20MB**; otherwise, DFATD may not receive it. Should the e-mail exceed this size, Bidders are encouraged to compress files before attaching them to the e-mail.

It is important to note that e-mail systems can experience transmission delays, block e-mails that exceed its size limit and block or delay e-mails that contain elements such as scripts, formats, embedded macros and/or links. Such emails may be rejected by DFATD's e-mail system and/or firewall(s) without notice to the Bidder or to DFATD.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper.
- (b) use a numbering system that corresponds to the bid solicitation.

In order to assist Canada in meeting the objectives of the [Policy on Green Procurement](#), when feasible bidders should prepare and submit their bid as follows:

1. Include all environmental certification(s) relevant to your organization (such as ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
2. Include all third party environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (such as Canadian Standards Association (CSA Group), Underwriters Laboratories (ULSolutions); Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
3. Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
  - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably managed forest and containing minimum 30% recycled content; and
  - b. use an environmentally preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of Cerlox, duo tangs, spiral binding or binders, and must not contain any single-use plastics.



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Canada is committed to achieving [net zero greenhouse gas \(GHG\) emissions by 2050](#) in an effort to position Canada for success in a green economy and to mitigate climate change impacts. As a result, future solicitations may include the following:

- there may be evaluation criteria or other instructions in the solicitation or contract documents related to measuring and disclosing your company's GHG emissions;
- you may be requested or required to join one of the following initiatives to submit a bid, offer or arrangement or if you are awarded the contract:
  - Canada's Net-Zero Challenge;
  - the United Nations Race to Zero;
  - the Science-based Targets Initiative;
  - the Carbon Disclosure Project;
  - the International Organization for Standardization;
- you may be required to provide other evidence of your company's commitment and actions toward meeting net zero targets by 2050.

### **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

### **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.

#### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.



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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Refer to Annex D – Evaluation Criteria

##### 4.1.1.2 Point Rated Technical Criteria

Refer to Annex D – Evaluation Criteria

#### 4.1.2 Calculation of Evaluated bid price

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

- I. The Professional Services Categories firm daily fees proposed for the years 1 to 5 will be added together.
- II. The result obtained in I. above will be added with the limitation of expenditures for Technical Specialists, Monthly Fixed Operational Costs, Other Direct Costs and Authorized Travel & Living Expenses. This will provide the evaluated price of the bid.

### 4.2 Basis of Selection

#### 4.2.1 Highest Combined Rating of Technical Merit and Price - [A0027T](#) (2022-12-01)

- 1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of **96 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **160 points**.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80 % for the technical merit and 20 % for the price.
- 4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained divided by the maximum number of points available multiplied by the ratio of 80 %.
- 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20 %.
- 6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.





The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 80/20 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (80%) and Price (20%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 80 = 68.15$	$89/135 \times 80 = 52.74$	$92/135 \times 80 = 54.52$
	<b>Pricing Score</b>	$45/55 \times 20 = 16.36$	$45/50 \times 20 = 18.00$	$45/45 \times 20 = 20.00$
<b>Combined Rating</b>		84.51	70.74	74.52
<b>Overall Rating</b>		<b>1st</b>	<b>3rd</b>	<b>2<sup>nd</sup></b>



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## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Integrity Provisions – Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.



**5.2.3 Additional Certifications Precedent to Contract Award**

**5.2.3.1 Status and Availability of Resources**

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

**5.2.3.2 Education and Experience**

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

SACC Manual clause [A3015C](#) (2014-06-26) Certifications - Contract

**5.2.3.3 List of Names for Integrity Verification Form**

**Bidders must complete the List of Names for Integrity Verification form found in Attachment 1 to Part 5.**

**5.2.3.4 Contractor's Representative**

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**5.2.3.5 Supplementary Contractor Information**

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Global Affairs Canada to comply with this requirement, the Contractor hereby agrees to provide the following information, which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

\_\_\_\_\_

- b) The status of the contractor (individual, unincorporated business, corporation or partnership:

\_\_\_\_\_

- c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

\_\_\_\_\_

- d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

\_\_\_\_\_



#### 5.2.4 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum, payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid nonresponsive.

##### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

##### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

name of former public servant;

date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2019-01 and the Guidelines on the Proactive Disclosure of Contracts.

##### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force? Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;
- d) amount of lump sum payment;
- e) rate of pay on which lump sum payment is based;
- f) period of lump sum payment including start date, end date and number of weeks;



- 
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

### 5.2.5 Language Requirement(s)

The Bidder certifies that the proposed resource(s) possesses an advance reading, oral interaction and writing proficiency in **English**.

#### **ADVANCED PROFICIENCY**

For the purpose of this RFP and resulting contract, an individual who is “advanced” in **English** can, as a **minimum** perform the following:

##### **Advanced Reading Proficiency:**

Ability to understand texts dealing with a wide variety of work-related topics; ability to understand most complex details, interferences and fine points of meanings; ability to read with good comprehension specialized or less familiar material.

##### **Advanced Oral Interaction Proficiency:**

Ability to give detailed explanations and descriptions; ability to handle hypothetical questions; ability to support an opinion, defend a point of view, or justify an action; ability to counsel and give advice; ability to handle complex work-related situations.

##### **Advanced Writing Proficiency:**

Ability to write explanations or descriptions in a variety of informal and formal work-related situations; ability to write texts in which the ideas are developed and presented in which vocabulary, grammar and spelling are generally appropriate and require few corrections.

**The following certification signed by the contractor or an authorized officer:**

"I certify that I have examined the information provided above and that it is correct and complete"

---

Signature

---

Print Name of Signatory



## ATTACHMENT 1 TO PART 5 LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

### Requirements

Section 17 of the [\*Ineligibility and Suspension Policy\*](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

List of names for [integrity verification form](#)



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## PART 6 - RESULTING CONTRACT CLAUSES

### 6.0 DEFINITIONS

In the Contract, unless the context otherwise requires:

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013;

"Articles of Agreement" means the clauses and conditions incorporated in full text or incorporated by reference from the *Standard Acquisition Clauses and Conditions Manual* to form the body of the Contract; it does not include these general conditions, any supplemental general conditions, annexes, the Contractor's bid or any other document;

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of Public Works and Government Services and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of Public Works and Government Services has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister;

"Contract" means the Articles of Agreement, these general conditions, any supplemental general conditions, annexes and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time;

"Contracting Authority" means the person designated by that title in the Contract, or by notice to the Contractor, to act as Canada's representative to manage the Contract;

"Contractor" means the person, entity or entities named in the Contract to supply goods, services or both to Canada;

"Contract Price" means the amount stated in the Contract to be payable to the Contractor for the Work, exclusive of Applicable Taxes;

"Cost" means cost determined according to Contract Cost Principles 1031-2 as revised to the date of the bid solicitation or, if there was no bid solicitation, the date of the Contract;

"Government Property" means anything supplied to the Contractor by or on behalf of Canada for the purposes of performing the Contract and anything acquired by the Contractor in any manner in connection with the Work, the cost of which is paid by Canada under the Contract;

"Party" means Canada, the Contractor, or any other signatory to the Contract and

"Parties" means all of them;

"Specifications" means the description of the essential, functional or technical requirements of the Work in the Contract, including the procedures for determining whether the requirements have been met;

"Total Estimated Cost", "Revised Estimated Cost", "Increase (Decrease)" on page 1 of the Contract or Contract Amendment means an amount used for internal administrative purposes only that comprises the Contract Price, or the revised Contract Price, or the amount that would increase or decrease the Contract Price and the Applicable Taxes as evaluated by the Contracting Authority, and does not constitute tax advice on the part of Canada;

"Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.



## 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the contract.

### 6.1.2 Security Measures

- (a) It is the sole responsibility of the Contractor to conduct a security assessment and take any and all necessary measures to ensure its own security and the security of its Personnel. If the Contractor determines that a security plan is necessary, the Contractor will develop, adapt and implement a security plan based on international best practices in this area, taking the following into consideration:
- i. Security related issues and challenges in general, and within the Project area;
  - ii. Local customs, laws and regulations;
  - iii. Restrictions and protocols for movement in the Project area, where applicable;
  - iv. Security equipment and equipment-related protocols (vehicles, communications, personal protective equipment, etc.), as required;
  - v. Security and Personnel safety protocols (guards, office, staff housing, the Project area, etc.);
  - vi. Evacuation, including emergency medical evacuation, procedures;
  - vii. Abduction/Missing person protocol(s); and
  - viii. Processes for security awareness updates, as required.
- (b) The Contractor should also put in place for itself and its Personnel, but not limited to, the following:
- i. Hospitalization and medical treatment arrangements;
  - ii. Mortuary affairs arrangements;
  - iii. Procedures for expected conduct and discipline;
  - iv. Health and safety protocols as well as insurance requirements; and
  - v. Critical incident management procedures, which should be in accordance with the Contractor's internal policies and harmonized, where practicable, with the Canadian Embassy consular procedures.

### 6.1.3 Subcontractors

The contractor must ensure that all its subcontractors are bound by compatible terms.

## 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

## 6.3 Standard Clauses and Conditions

**As this contract is issued by Department of Foreign Affairs, Trade and Development (DFATD), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFATD or its Minister.**

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 6.3.1 General Conditions

6.3.1.1 **2035** (2022-12-01), General Conditions - Higher Complexity Services apply to and form part of the Contract.





**6.3.1.2** Subsection 12 of [2035](#) (2013-03-21), General Conditions - Higher Complexity Services – Invoice submission, is amended as follows:

#### **Invoice submission**

1. Invoices must be submitted in the Contractor's name to the High Commission of Canada in Nigeria, in Abuja. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
  - a. Contractor's Name and remittance physical address;
  - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
  - c. Invoice Date;
  - d. Invoice Number;
  - e. Invoice Amount (broken down into item and tax amounts);
  - f. Invoice Currency (if not in Canadian dollars);
  - g. DFATD Reference Number (PO Number or other valid reference number);
  - h. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - i. deduction for holdback, if applicable;
  - j. the extension of the totals, if applicable; and
  - k. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

#### **6.3.2 Supplemental General Conditions**

[4009 02](#) (2013-06-27), apply to and form part of the Contract.

#### **Subcontracts**

1. The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. In any other instance, the Contractor must obtain the prior consent in writing of the Contracting Authority. The Contracting Authority may require the Contractor to provide such particulars of the proposed subcontract as he considers necessary.
2. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor.
3. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority requires or agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor.

[4014](#) (2022-06-20) Suspension of the work applies to and forms part of the Contract.



## Suspension of the work

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section(s) 24 or "Default by the Contractor" or 25 "Termination for Convenience" of general conditions [2010B](#) (2022-12-01).
2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: Foreign Affairs, Trade and Development Canada

Directorate: Development Contracting and Management Services - SPBC

Address: \_\_\_\_\_

Telephone: \_\_\_\_ \_\_\_\_ \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_



Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## 6.7 Payment

### 6.7.1 Basis of Payment: Cost Reimbursable - Limitation of expenditure

**C0206C** (2017-08-17)

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_ (to be inserted at [Contract award](#)). Customs duties are included and Applicable Taxes are extra.

### 6.7.2 Limitation of Expenditure

**C6001C** (2017-08-17)

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (to be inserted at [Contract award](#)). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or



c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **A. Professional Services – Firm Daily Rate**

In consideration of the Contractor satisfactorily completed all or its obligations under the Contract the Contractor will be paid firm daily rates for its professional services. Customs duties are included and applicable taxes are extra. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved in writing by the Contracting Authority before their incorporation into the Work.

**Total Professional Services Cost: CAD \$ \_\_\_\_\_.**

*(Amount to be inserted at Contract award)*

#### **B. Technical Specialists**

In considerations of the Contractor satisfactorily completed all its obligations under the contract, the Contractor will be reimbursed for Technical Services necessary for the direct execution of the mandate (Services other than those listed under A. Professional Services).

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

**NOTE: The Limitation of Expenditure for Technical Specialists MUST NOT be used to substitute resources named under category A. Professional Services.**

**Limitation of Expenditure: CAD \$3,500,000.**

#### **C. 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 and conference registration fees, if any (to attend a conference) for third parties identified by DFATD.

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): CAD \$100,000.**



## D. Authorized Travel, Transportation and Living Expenses

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 [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

**Expenditure for Travel, Transportation and Living Expenses MUST have the prior authorization of the Technical Authority. Proof of actual expenditure MUST be provided with the invoice.**

All payments are subject to government audit.

**Limitation of Expenditure: CAD \$760,000.**

### 6.7.3 Methods of Payment

#### 6.7.3.1 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

### 6.7.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30) T1204 – Direct Request by Customer Department

SACC Manual clause [C2000C](#) (2007-11-30) Taxes – Foreign-based Contractor

### 6.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- i. Direct Deposit (Domestic and International).

## 6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are



conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### 6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### 6.9.3 SACC Manual Clauses

SACC Manual clause [A3015C](#) (2014-06-26) Certifications - Contract

### 6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

### 6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4009 02](#) (2013-06-27) Subcontracts;
- (c) the general conditions [2035](#) (2022-12-01), General Conditions - Higher Complexity Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Evaluation Criteria;
- (h) Annex E, Federal Contractors Program for Employment Equity – Certification;
- (i) Annex F, Letter of Agreement for Travel
- (j) the Contractor's bid dated \_\_\_\_\_ .

### 6.12 Insurance – No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### 6.13 Basis for Canada's Ownership of Intellectual Property

**6.13.1** All intellectual property rights vest with the Contractor.

**6.13.2** The Contractor hereby grants Canada, the beneficiaries of the Project and any person designated by DFATD, notably in the disposal of assets plan, a worldwide, perpetual, irrevocable, non-exclusive, non-



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commercial, free-of-charge and royalty-free license, authorizing them to exercise all of the intellectual property rights in the Work and which:

- a. Authorizes them to do the acts reserved to the owner by the national law applicable to the Work or, if there is no law in a country where the license is exploited, the acts reserved to the owner by the applicable law in Canada; and
- b. Grant a free-of-charge and royalty-free sublicense to any person, authorizing the sub-licensee to do any or all of the acts mentioned in paragraph a.44

**6.13.3** The Contractor declares and warrants that the Work, an the exercise of the intellectual property rights granted under the Contract, in no way infringe upon the intellectual property rights of others or upon the legislation in force;

**6.13.4** The obligations contained in this section must be reproduced in all sub-agreements and subcontracts.

## **6.14 Dispute Resolution**

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute. The Internal Review Mechanism (IRM) is available to facilitate dispute resolution. The Contractor may submit its complaint using the IRM Enquiry Form.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

## **6.15 Public Recognition**

- 6.15.1** In consultation with DFATD, the Contractor must ensure visibility and provide public recognition of Canada's support to the Project in publications, speeches, press releases, websites, social media or other communication material. This must be done in a manner compliant with Canada's Federal Identity Program.
- 6.15.2** The Contractor must plan for, and report on its public recognition activities in accordance with the reporting requirements of the Contract. The Contractor must supply DFATD with a copy of any written or electronic material acknowledging DFATD's support or information on its public recognition activities. DFATD may provide content and input into any supporting communication material.
- 6.15.3** The Contractor must provide at least fifteen (15) days advance notice to DFATD, unless otherwise agreed upon, of any planned initial public announcement of Canada's support. Prior to the initial announcement or until such time that DFATD publishes the Project in the public domain, communications activities must be limited to routine communications associated with Project implementation. DFATD will have the right to make the initial public announcement or participate in any official ceremony, public event or announcement made by the Contractor.
- 6.15.4** All public materials issued jointly by DFATD and the Contractor must be judged acceptable by both Parties and will be made available in both English and French.
- 6.15.5** After consultation, DFATD or the Contractor may request to cease all public recognition activities inter alia for security, programming or other compelling reasons. DFATD and the Contractor will consult each other to determine when the public recognition activities may resume.



## 6.16 Environmental Considerations

As part of Canada's policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, Contractors should:

b) Paper consumption:

- Provide and transmit draft reports, final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Technical Authority.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security requirements).

c) Travel requirements:

- The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, Contractors can go to the following link and search for properties with Environmental Ratings, identified by [Green Key](#) or [Green Leaf](#) that will honour the pricing for Contractors.
- Use public transportation or another method of green transportation as much as possible.





## **ANNEX A – STATEMENT OF WORK**

### **List of acronyms**

AWP	Annual work plan
DFATD	Department of Foreign Affairs, Trade and Development
FSSP	Field Support Services Project
GE	Gender equality
GAC	Global Affairs Canada
HQ	Headquarters
IWP	Initial work plan
NGO	Non-governmental organization
ODA	Official Development Assistance
SDG	Sustainable Development Goal
TA	Technical authority
UN	United Nations



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## 1. Title

Field Support Services Project (FSSP) in Nigeria

## 2. Objective

Global Affairs Canada requires the services of a Contractor to ensure the quality and relevance of Canada's support in responding to Nigeria's development challenges. The Nigeria Development Program requires access to technical expertise with local knowledge and experience, sector studies and strategies and support to aid effectiveness activities. To meet these needs, the Department of Foreign Affairs, Trade and Development (DFATD) has designed the Field Support Services Project (FSSP) in Nigeria to provide the required technical, administrative, financial and logistical support services.

## 3. Context

In 2021-22, Canada provided \$152.20 million in international assistance to Nigeria, of which \$92 million was from DFATD. Nigeria is the eighth largest recipient of Canadian international assistance.

**Bilateral Development Program:** Bilaterally, Canada supports efforts to improve the quality of life for poor and marginalized people in Nigeria, particularly women and girls, through:

- **Health:** Canada seeks to strengthen primary health care and sexual and reproductive health and rights, particularly for women and adolescent girls. Programming seeks to meet the health needs of women and girls, transform behaviours and support an enabling environment for more inclusive, gender-responsive service delivery and use.
- **Inclusive growth:** Canada seeks to improve the participation, productivity and economic empowerment of women and youth in the Nigerian economy. Programming focuses on building inclusive value chains and scaling-up women-led enterprises.
- **Gender equality:** Canada seeks to advance the rights and empowerment of women and girls in Nigeria by supporting the women's movement and by addressing harmful gender norms.

**Programming with global and multilateral partners:** Canada also contributes to development results in Nigeria through its support to multilateral, humanitarian and global organizations. Many of these organizations have some of their largest programs in Nigeria.

**Humanitarian Assistance:** Canada provides funding to UN agencies, the International Committee of the Red Cross, and Canadian and international NGOs, to assist crisis-affected people in Nigeria, based on assessed priority needs. This funding helps to provide critical life-saving assistance, including food, treatment for acute malnutrition and other healthcare, and access to safe water and sanitation services to internally displaced people and other vulnerable households.

**Canadian partnership approach:** DFATD contributes to international development efforts by leveraging Canadian expertise, funding and networks through effective development projects with Canadian civil society organizations, including through scholarship programs and volunteers.

**Peace and Stability:** Canada maintains an ongoing funding envelope of \$10M annually to support counter-terrorism capacity building in Sub-Saharan Africa, including in Nigeria and the Lake Chad Basin region.

**Other Canadian Investments:** Apart from investments from GAC programs, Canadian international assistance flows from other departments, such as the Department of Finance Canada, Environment and Climate Change Canada, from Canadian provinces and municipalities, and from the International Development Research Centre (IDRC).

## 4. Work Location

The resources must be based in Abuja, Nigeria. The FSSP will be implemented throughout Nigeria.



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## 5. Constraints

The FSSP will be implemented in a territory where the political environment is relatively stable, but where there is risk related to the country's vulnerable economy, deteriorating security situation and civil unrest.

The Contractor must have knowledge and comply with local laws, regulations and practices, that might affect the FSSP and the contractor's ability to provide the services under this contact in the country of intervention.

## 6. Risks

DFATD uses the internationally recognized definition of risk as the effect of uncertainty on objectives. In this context, risk is expressed as the likelihood and the impact of an event occurring with the potential to affect the achievement of development outcomes. Managing risk in fragile, crisis and conflict-affected environments requires an increased focus on due diligence and a need for added flexibility.

DFATD places an emphasis on the importance of accurately defining the various types of risks and the development of impact and risk response strategies.

The insecurity, potential social conflicts, volatile economies and vulnerability to natural disasters in Nigeria demand that the nature and likelihood of the various risks that could have implications for which, should be considered and thoroughly managed.

## 7. Scope of Work

The Nigeria FSSP will provide a range of services in support of the implementation of Canada's ODA in Nigeria. The FSSP will enable DFATD to enhance the quality of the delivery of its programming by providing a platform for mobilising highly qualified Technical Specialists in thematic and sector areas related to DFATD's priorities and will be instrumental in enabling DFATD to deliver on commitments and results in Nigeria.

In addition, the administrative and support services provided by the FSSP will contribute to the efficiency of DFATD's programming by providing specific local knowledge and expertise that will broaden DFATD knowledge of local development issues and inform the design and implementation of sound development strategies and will facilitate delivery of a range of technical services including strategic, technical analysis and advice in line with Canada's development priority themes, sectors and initiatives, including cross-cutting issues; knowledge-sharing and research initiatives; monitoring of investments, including results reporting, capturing lessons learned and risk assessment; and support for emerging priorities.

## 8. Tasks

### 8.1 Contractor

To help improve the efficiency of the work of stakeholders and the impact of Canada's international assistance programs in Nigeria, the contractor is responsible for the management of the services provided under the contract, including:

- a) Maintaining accurate and detailed project financial records and ensuring that all cost-related supporting documents are maintained in order to track and report on services rendered.
- b) Sourcing, and managing appropriate and qualified resources, including technical specialists, as requested;
- c) Remaining informed of, and complying with, locally applicable laws, regulations and practices, including those for local human resources management and contracting (for goods and services).
- d) Monitoring and assessing various services and ensuring that services performed are of good quality and reflect the contract requirements;
- e) Managing FSSP performance, including ensuring the quality of services and deliverables that meet the pre-defined statements of work, annual work plans, and/or all other specifications;
- f) Undertaking appropriate measures to ensure cost effectiveness;



- g) Developing and updating periodically the contingency plan; and
- h) Planning the proactive and systematic risk into all project activities.

## **8.2 FSSP Manager**

Based in Abuja, the tasks of the FSSP Manager include:

- a) Ensuring overall quality of services provided, deliverables and management oversight provided by the FSSP, including administrative, financial and logistics management services;
- b) Leading the development of all key FSSP documents, including Operating Procedures Manual and Annual Work Plans;
- c) Regularly liaising with the Technical Authority, Nigeria Program at the HQ, and other relevant project stakeholders;
- d) Developing and maintaining networks of key stakeholders (government, civil society, other donors, private sector); and
- e) Ensuring the effective management and internal monitoring of project progress and results, including dealing with project issues and problems as they arise;
- f) Ensuring cost-effectiveness of services delivered provided by the FSSP.

## **8.3 FSSP Project Coordinator**

Based in Abuja, the tasks of the FSSP Project Coordinator include:

- a) Facilitating communication between stakeholders to clarify requirements or resolve any queries;
- b) Ensuring appropriate administrative oversight of service rendered, including timely delivery and quality assurance of deliverables;
- c) Ensuring the quality of the reporting , invoices and completeness of supporting documents for services rendered;
- d) Coordinating project activities with other stakeholders;
- e) Administering the provision of logistical services, such as arranging vehicle rental, travel arrangements, event and mission planning, as required;
- f) Arranging and confirming meetings;
- g) Providing coordination services such as booking event space with interpretation, videoconferencing and teleconferencing services.

## **8.4. FSSP Financial and Administrative Officer**

Based in Abuja, the FSSP Financial and Administrative Officer tasks include:

- a) Ensuring record keeping and retention;
- b) Providing advice or assistance, as needed, in connection with local government documentation requirements, visa and work permit processes, and related services, such as arranging for security and accommodation;
- c) Managing expenditures and supporting documentation, including Travel Letters (Annex F), for eligible reimbursable expenses made under the Other Direct Costs funding envelope, if authorized and required;
- d) Preparing and reviewing financial reports;
- e) Developing and managing reporting and invoicing;
- f) Assisting with travel and logistical arrangements for Technical Specialists;
- g) Managing the administrative services;
- h) Assisting with logistical services, such as arranging vehicle rental, travel arrangements, event and mission planning and management, as required.

## **9. Contractor's Office Space and Equipment**

### **9.1 Office Space**

The Contractor and their resources will be required to provide their own workspace needed to render the services.

### **9.2 Meetings**



The Contractor may be required to provide an area for occasional meetings throughout the duration of the contract. Should the Contractor require the space, it will be their sole responsibility to source and cover the associated fees. All meetings are encouraged to be held virtually. Should the Technical Authority request a meeting, it will either be held virtually or at a Government of Canada site, where appropriate security measures must be followed.

### 9.3 Equipment

The contractor will be required to provide its own software, equipment and transportation required to render the services required and complete their tasks.

### 10. Technical Specialists

Technical Specialists are to be sourced and identified as and when requested by DFATD. Areas of technical expertise could include: health, including sexual and reproductive health and rights; inclusive growth; gender equality and women’s empowerment; conflict sensitivity; environment; and education.

### 11. Language Requirements

The operating language of the FSSP is English. The Contractor must provide all documents and reports described under Section 13 to DFATD and other partners in English.

### 12. Client Support

DFATD will make available all necessary data, documentation and information to the Contractor.

### 13. Deliverables

The Contractor must prepare the following documents and reports, and submit them to the Technical Authority for review and approval in accordance with the following timelines.

The Technical Authority may request modifications to the plans and reports. If modifications are requested, unless otherwise specified in the notice by the Technical Authority, the Contractor must address the requested modifications to DFATD’s satisfaction within 20 working days.

#### 13.1 Key Project Documents and Reports

All draft document/reports are to be submitted in English to the TA for review and approval by means of one (1) electronic copy in Microsoft Word (version 2007 or newer), unless otherwise specified by DFATD. All final documents/reports are to be submitted in one (1) electronic copy in Microsoft Word (version 2007 or newer) in English, unless otherwise specified by DFATD. The fiscal year refers to DFATD’s fiscal year from April 1 to March 31. The Contractor must be able to provide any worksheet, calculation sheet in Microsoft Excel (version 2007 or newer) and any report in ADOBE (\*.pdf) as requested.

Report Name	Submission Requirements	Content Requirements
<b>Initial Workplan (IWP)</b>	Submitted to DFATD within forty-five (45) calendar days from the date of Contract signature.	The IWP must include timelines and deliverables focusing on key project start-up activities. The IWP must be accepted by DFATD before its implementation. At minimum, the IWP must include the following elements: <ul style="list-style-type: none"> <li>a) draft workplan for 12 (twelve) months from the contract award date;</li> <li>b) draft forecasted costs based on activities determined by TA and discussed with the Contractor;</li> </ul>



Report Name	Submission Requirements	Content Requirements
<p><b>Annual Workplan (AWP)</b></p>	<p>Submitted to DFATD within one hundred-twenty (120) calendar days of contract signature.</p> <p>Subsequent AWP's are submitted as drafts by February 28<sup>th</sup> each year leading to final approval by the DFATD Technical Authority by the end of March each year.</p> <p>As most FSSP services are demand-driven, the Level of Effort Annex will be updated (if necessary) on a quarterly or semi-annual basis.</p>	<p>c) risk management strategy.</p> <p>The AWP defines the results to be achieved or worked on during the year and serves as the basis for assessing project performance against plans and for assessing the variance analysis contained in the annual narrative progress reports.</p> <ul style="list-style-type: none"> <li>a) an executive summary;</li> <li>b) the project context (which may change from year to year);</li> <li>c) draft forecasted costs based on activities determined by TA and discussed with the Contractor;</li> <li>d) a risk management strategy;</li> <li>e) results to be achieved during the year;</li> <li>f) project management issues and matters, including significant activities or changes planned during the year.</li> </ul>
<p><b>Midyear Progress Reports</b></p>	<p>Submitted to DFATD each year within forty-five (45) calendar days from September 30<sup>th</sup>.</p>	<p>The Midyear Progress Report provides progress on activities for the previous 6-month period. The Midyear Progress Report must include (but not be limited to):</p> <ul style="list-style-type: none"> <li>a) comments on risks encountered or new risks identified;</li> <li>b) summary analysis of support provided by Technical Specialists procured by the FSSP; and</li> <li>c) financial report.</li> </ul>
<p><b>Annual Progress Report</b></p>	<p>Submitted to DFATD each year within forty-five (45) calendar days from March 31<sup>st</sup>.</p>	<p>The Annual Progress Report (maximum of 20 pages) summarizes project activities and progress towards expected results. The Annual Progress Report must include (but not be limited to):</p> <ul style="list-style-type: none"> <li>a) coordination and networking activities and results;</li> <li>b) comments on risk assessment and updated risk management strategy, if appropriate;</li> <li>c) summary analysis of support provided by Technical Specialists;</li> <li>d) financial report.</li> </ul>
<p><b>Final Narrative Report</b></p>	<p>Submitted to DFATD within sixty (60) calendar days from the end of the activities of the project.</p>	<p>The Final Narrative Report not only includes an aggregation of previous reports as well as the final financial report, but also goes beyond to provide information.</p> <p>The Final Narrative Report comprises:</p> <ul style="list-style-type: none"> <li>a) <b>executive summary</b>;</li> <li>b) <b>results delivered</b> – list of all procured Technical Specialists and a summary of their support provided; list of events organized, etc.;</li> <li>c) <b>risk management</b> – appraisal of the validity of the original risk assessment, changes in risk and risk response strategies during the life of Contract (including whether any risk events occurred and what strategies were used to address them) and the positive or</li> </ul>



Report Name	Submission Requirements	Content Requirements
		negative impact on FSSP results and its implementation; d) <b>summary analysis</b> of support provided by Technical Specialists; e) <b>final financial report</b> ; f) <b>lessons learned and recommendations.</b>

#### 14. Travel

Travel may be required and it must have the prior approval of the TA. The Contractor will be reimbursed for travel expenses in accordance with the [National Joint Council Directive](#).

#### 15. Environment

The Contractor must notify DFATD if any project components are added that could have potential environmental effects. In this case, DFATD may take necessary action to ensure that the project is not likely to cause significant adverse environmental effects.

The Contractor should, when possible, ensure that promotional articles consider the principles enunciated in the [Guide to sustainable promotional products](#), at its best capacities. These include avoidance of disposable/single-use articles, overuse of plastics, preference of compostable or recycled resources (plastics and paper), preference of products with a lower environmental toxicity and with less environmental impact upon disposal.



## ANNEX B – BASIS OF PAYMENT

**The Basis of Payment** may not be amended, or modified, nor shall any of its terms and conditions be waived. If the Basis of Payment is changed in any way, the proposal will be considered non-compliant in its entirety and will be given no further consideration.

The Bidder must complete this pricing schedule (Tables 1-6 below) in Canadian dollars and include it in its financial bid.

The total amount of Goods and Services Tax must be shown separately.

Under a resulting contract, Canada will not accept any travel and living expenses that may be incurred by the Contractor in the event of a transfer of resources necessary to meet its contractual obligations.

### **Definition of a Day/Proration**

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

**(Hours worked × applicable firm per diem rate) ÷ 7.5 hours**

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

## **CONTRACT PERIOD (YEARS 1 TO 5)**

**Table 1**

<b>Contract period – YEAR 1</b>				
<b>A. Professional Services</b>	<b>Name of Resource(s)</b>	<b>Firm daily Rates</b>	<b>Estimated Level of Effort</b>	<b>Total \$CAD</b>
FSSP Manager		\$	110	\$
FSSP Financial and administrative officer		\$	220	\$
FSSP Project coordinator		\$	220	\$
<b>Total YEAR 1 (A. Professional Services)</b>				\$





**Table 2**

<b>Contract period – YEAR 2</b>				
<b>A. Professional Services</b>	<b>Name of Resource(s)</b>	<b>Firm daily Rates</b>	<b>Estimated Level of Effort</b>	<b>Total \$CAD</b>
FSSP Manager		\$	110	\$
FSSP Financial and administrative officer		\$	220	\$
FSSP Project coordinator		\$	220	\$
<b>Total YEAR 2 (A. Professional Services)</b>				\$

**Table 3**

<b>Contract period – YEAR 3</b>				
<b>A. Professional Services</b>	<b>Name of Resource(s)</b>	<b>Firm daily Rates</b>	<b>Estimated Level of Effort</b>	<b>Total \$CAD</b>
FSSP Manager		\$	110	\$
FSSP Financial and administrative officer		\$	220	\$
FSSP Project coordinator		\$	220	\$
<b>Total YEAR 3 (A. Professional Services)</b>				\$

**Table 4**

<b>Contract period – YEAR 4</b>				
<b>A. Professional Services</b>	<b>Name of Resource(s)</b>	<b>Firm daily Rates</b>	<b>Estimated Level of Effort</b>	<b>Total \$CAD</b>
FSSP Manager		\$	110	\$
FSSP Financial and administrative officer		\$	220	\$
FSSP Project coordinator		\$	220	\$
<b>Total YEAR 4 (A. Professional Services)</b>				\$



**Table 5**

<b>Contract period – YEAR 5</b>				
<b>A. Professional Services</b>	<b>Name of Resource(s)</b>	<b>Firm daily Rates</b>	<b>Estimated Level of Effort</b>	<b>Total \$CAD</b>
FSSP Manager		\$	110	\$
FSSP Financial and administrative officer		\$	220	\$
FSSP Project coordinator		\$	220	\$
<b>Total YEAR 5 (A. Professional Services)</b>				\$

**Table 6**

<b>OTHER CATEGORIES (YEAR 1 TO YEAR 5)</b>	
<b>B. Technical Specialists</b>	<b>LIMITATION OF EXPENDITURES \$CAD</b>
<p>The Limitation of Expenditure for Technical Specialists MUST NOT be used to substitute resources named under category A. Professional Services.</p> <p><b>Expenditures for Technical Specialists MUST have the prior authorization of the Technical Authority.</b></p>	<b>\$3,500,000</b>
<b>C. Other Direct Costs</b>	<b>LIMITATION OF EXPENDITURES \$CAD</b>
<p><b>Transportation, accommodation for third parties</b></p> <p>The Contractor will be reimbursed for the direct costs incurred for the transportation, accommodations, and conference registration fees, if any (to attend a conference) for third parties identified by DFATD.</p> <p>By third party we mean participants who do not receive fees, remuneration or other forms of compensation identified in 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>\$100,000</b>
<b>D. Authorized Travel, Transportation and Living Expenses</b>	<b>LIMITATION OF EXPENDITURES \$CAD</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 “travellers”, 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 Project Authority.</b></p>	<b>\$760,000</b>



<b>TOTAL COST (YEAR 1 TO YEAR 5)</b>	<b>\$CAD</b>
<b>A. TOTAL – Professional Services</b>	<b>\$</b>
<b>B. TOTAL – Technical Specialists</b>	<b>\$3,500,000</b>
<b>C. TOTAL – Other Direct Costs</b>	<b>\$100,000</b>
<b>D. TOTAL – Authorized Travel, Transportation and Living Expenses</b>	<b>\$760,000</b>
<b>TOTAL EVALUATED PRICE (YEAR 1 TO YEAR 5) (A+B+C+D)</b>	<b>\$</b>
The Bidder should indicate which tax rate it will be charging: <b>Tax on Goods and Services _____%</b>	



# ANNEX C – SECURITY REQUIREMENTS CHECK LIST



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

## SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Affaires mondiales Canada</b>	2. Branch or Directorate / Direction générale ou Direction WGM	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail L'entrepreneur sélectionné par le biais d'un processus compétitif (demande de propositions - DDP) gèrera le Projet de services d'appui sur le terrain (PSAT) pour le programme du Nigéria pour un montant estimatif pouvant aller jusqu'à un maximum de 9,5M\$ sur une période de cinq ans (2023-2028).		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7, c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7, c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input checked="" type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

8, Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9, Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10, a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
RELIABILITY STATUS COTE DE FIABILITÉ
TOP SECRET- SIGINT TRÈS SECRET - SIGINT
SITE ACCESS ACCÈS AUX EMBLEMES
CONFIDENTIAL CONFIDENTIEL
NATO CONFIDENTIAL NATO CONFIDENTIEL
SECRET SECRET
NATO SECRET NATO SECRET
TOP SECRET TRÈS SECRET
COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux :
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10, b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS
11, a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
11, b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION
11, c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)
11, d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
11, e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO				COMSEC							
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	A		B	C	CONFIDENTIEL				TRÈS SECRET
Information / Assets Renseignements / Biens																	
Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non     Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non     Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



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## ANNEX D – EVALUATION CRITERIA

<b>Bidder instructions</b>
<ul style="list-style-type: none"><li>If the number of projects included in the Bid exceeds the number indicated in an evaluation criteria, DFATD will only take into consideration the number specified in the order submitted.</li></ul>
<b>Definitions</b>
<p>For this bid solicitation, the following definitions apply to the requirements:</p> <ul style="list-style-type: none"><li>The terms “<b>at least</b>” or “<b>minimum</b>” represent the minimal expectations of a requirement. No points will be awarded if the minimum requirement is not demonstrated.</li><li><b>Developing country:</b> Includes any countries and territories listed in the OECD’s DAC list of ODA recipients. The list can be found at the following website: <a href="https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm">https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm</a></li><li><b>International development assistance stakeholder(s):</b> Includes the following types of organizations involved in international development: civil society organizations (CSOs), the private sector, multilateral organizations, donors, local or national governments.</li><li><b>International development project:</b> A project with a mandate to support the achievement of sustainable development goals (SDGs) in developing countries in order to reduce poverty and contribute to a more secure, equitable and prosperous world.</li><li><b>Project:</b> a mandate with specific duties, products/deliverables and a specific period of assignment.</li></ul>



**1. Mandatory Financial Criteria (MFC)**

- a) Bids **MUST** meet the mandatory financial criteria specified in the table inserted below.
- b) Bids which fail to meet the mandatory financial criteria will be declared non-responsive.

MANDATORY FINANCIAL CRITERIA	
ITEM	DESCRIPTION OF CRITERIA
<b>MFC1</b>	<p>Bidder <b>MUST</b> submit their financial proposal in Canadian dollars and in accordance with the <b>Basis of Payment set out in ANNEX B.</b></p> <p><b>Foreign-based bidders are eligible. However, their financial proposal MUST be submitted in CAD.</b></p> <p>The total amount of Goods and Services Tax <b>MUST be shown separately.</b></p>

**2. Mandatory Technical Criteria (MTC)**

- 1. Bids **MUST** meet the mandatory technical criteria specified in the table inserted below.
- 2. Bids which fail to meet the mandatory technical criteria will be declared non-responsive.
- 3. The Bidder **MUST** provide the necessary documentation to support compliance with this requirement. Simply repeating the statement or definitions contained in the bid solicitation is not sufficient.

MANDATORY TECHNICAL CRITERIA		
No.	Mandatory Criterion	Reference to Proposal <small>(Please indicate section and page number, if applicable)</small>
<b>MTC1</b>	The Bidder <b>MUST</b> propose one (1) FSSP Manager, one (1) FSSP Project Coordinator <b>AND</b> one (1) FSSP Financial and Administrative Officer:	





**3. Point Rated Technical Criteria**

No.	Point-Rated Technical Criteria	Points	Maximum Score	Reference to Proposal <small>(Indicate section &amp; page number, if applicable)</small>
<b>A. RESOURCES - FSSP Manager</b>				
RT1	<b>Academic Qualifications</b>			
RT1.1	<p><b>Education</b></p> <p>The Bidder should provide proof of the proposed FSSP Manager's highest level of education completed in a relevant discipline from a recognized institution.</p> <p>For the purpose of this criterion:</p> <ul style="list-style-type: none"> <li>“relevant discipline” is defined as a discipline related to political sciences, law, international development, economics, finance, business administration, project management, social sciences, engineering or applied sciences.</li> <li>“recognized educational institution” is defined as a public, non-governmental or private entity that has been given full or limited authority to provide formal specialized training.</li> <li><b>A copy of the stated proof of education MUST be provided with the proposal.</b></li> </ul> <p>Canada will only consider educational programs that have been successfully completed by the proposed resource at the time of the bid closing date. If the degree, designation or certification was issued by an educational institution outside Canada, the Bidder <b>MUST</b> provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the <a href="#">Canadian Information Centre for International Credentials</a>. 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>Maximum 8 points</b></p> <ul style="list-style-type: none"> <li>Graduate degree (i.e. higher than bachelor): <b>8 points</b></li> </ul> <p><u>OR</u></p> <ul style="list-style-type: none"> <li>Undergraduate degree (i.e. bachelor <b>OR</b> equivalent): <b>3 points per degree, maximum 2 degrees</b></li> </ul>	/8	
RT2	<p>The Bidder should submit <b>two (2) completed project descriptions</b>, demonstrating the proposed FSSP Manager's experience.</p> <p><b>The two (2) completed project descriptions will be used to evaluate RT2.1 to RT2.3.</b></p> <p>Each project proposed must meet items i. to iii. Below. If the bidder does not demonstrate that a project meets items i. to iii below, no points will be awarded for demonstrated criteria under that project.</p> <ul style="list-style-type: none"> <li>i. Have had a budget with a minimum value of one (1) million dollars Canadian (\$1,000,000.00 CAD)</li> <li>ii. Had a minimum duration of two (2) years; and</li> <li>iii. Been completed within ten (10) years from the date of bid closing.</li> </ul>			



<p><b>RT2.1</b></p>	<p>The Bidder is required to demonstrate the proposed FSSP Manager's experience by explaining how each below mentioned task was performed and which outcomes were reached.</p> <ol style="list-style-type: none"> <li>1. Leading the development of project documents, including Operating Procedures Manual and Annual Work Plans;</li> <li>2. Ensuring quality and management oversight of all services delivered within the project, including administrative, financial and logistics management services;</li> <li>3. Communicating with government authorities or their representatives and other relevant project stakeholders;</li> <li>4. Ensuring cost-effectiveness of services delivered within the project;</li> <li>5. Ensuring the effective management of internal monitoring of project progress and results, including dealing with project issues and problems as they arise.</li> </ol> <p><b>4 points</b> will be awarded for cumulative experience per task above only once.</p> <p>No partial points are awarded.</p>	<p style="text-align: center;"><b>Maximum 20 points</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">#</th> <th style="text-align: center;">Indicate the PROJECT under which each task is identified</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td></tr> <tr><td style="text-align: center;">4</td><td></td></tr> <tr><td style="text-align: center;">5</td><td></td></tr> </tbody> </table>	#	Indicate the PROJECT under which each task is identified	1		2		3		4		5		<p><b>/20</b></p>	
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<p><b>RT2.2</b></p>	<p>The Bidder should describe the proposed FSSP Manager's experience working with <b>different types of international development assistance stakeholders</b>.</p> <p>The cumulative experience will be evaluated using all projects together, so each project does not need to cover all tasks. The Bidder is required to provide a detailed summary as to how each task was carried out, along with the associated deliverables and outcomes.</p> <p><b>1 point</b> will be awarded for each task below, only once:</p> <ol style="list-style-type: none"> <li>1. Developing and implementing a strategic engagement plan for regular liaison with the Technical Authority, DFATD HQ, and other key stakeholders.</li> <li>2. Establishing and maintaining networks with critical stakeholders across government, civil society, other donors, and the private sector.</li> <li>3. Assessing stakeholder needs, priorities, and expectations and aligning it with the project objective.</li> <li>4. Working with 3 or more types of stakeholders (i.e., donors, government,</li> </ol>	<p style="text-align: center;"><b>Maximum 5 points</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">#</th> <th style="text-align: center;">Indicate the PROJECT under which each task is identified</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td></tr> <tr><td style="text-align: center;">4</td><td></td></tr> </tbody> </table> <p><b>An additional one (1) point</b> will be awarded if the bidder demonstrates that the proposed FSSP Manager maintained working relationships with different types of international development assistance stakeholders in any of the following countries: Nigeria, Equatorial Guinea &amp; Sao Tomé.</p>	#	Indicate the PROJECT under which each task is identified	1		2		3		4		<p><b>/5</b></p>			
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	<p>civil society, private sector, academia) for an international development project.</p> <p>For the purpose of this criterion:</p> <p><b>“maintaining working relationships”</b> is defined as working collaboratively to participate in, consult on, create, or facilitate the delivery of development results.</p> <p><b>“Stakeholders”</b>: Government, other donors, non-government organizations, international organizations.</p>			
<p><b>RT2.3</b></p>	<p>The Bidder should demonstrate <b>the time period</b> in which the proposed FSSP Manager managed the project.</p> <p>The time period for each project will be evaluated cumulatively should more than one (1) project be submitted.</p> <p>The projects should be listed in chronological order, including the start-dates (MM-YYYY) and end-dates (MM-YYYY), duration, and number of months counted – for each Project.</p> <p><b>NOTE: Months where projects overlap will be counted only once.</b></p>	<p><b>Maximum 11 points</b></p> <p>Points will be awarded based on the demonstrated time, as follows:</p> <ul style="list-style-type: none"> <li>• From 12 months to less than 36 months: <b>2 points</b>;</li> <li>• From 36 months to less than 60 months: <b>4 points</b>;</li> <li>• 60 months or longer: <b>6 points</b>.</li> </ul> <p><b><u>An additional 2 points</u></b> for at least 12 months cumulative in-country experience in Sub-Saharan Africa.</p> <p><b><u>An additional 3 points</u></b> for at least 12 months cumulative in-country experience in Nigeria.</p>	<p>/11</p>	
<p><b>Sub-Total for A. Resources – FSSP Manager</b></p>			<p><b>/39</b></p>	



No.	Point-Rated Technical Criteria	Points	Maximum Score	Reference to Proposal (Indicate section & page number, if applicable)
<b>A. RESOURCES - FSSP Project Coordinator</b>				
<b>RT3</b>	<b>Academic Qualifications</b>			
<b>RT3.1</b>	<p><b><u>Education</u></b></p> <p>The Bidder should provide the proposed FSSP Project Coordinator’s highest level of education completed in a relevant discipline from a recognized institution.</p> <p>For the purpose of this criterion:</p> <ul style="list-style-type: none"> <li>• “relevant discipline” is defined as a discipline related to political sciences, law, international development, economics, finance, business administration, project management, social sciences, engineering or applied sciences.</li> <li>• “recognized educational institution” is defined as a public, non-governmental or private entity that has been given full or limited authority to provide formal specialized training.</li> <li>• <b>A copy of the stated proof of education MUST be provided with the proposal.</b></li> </ul> <p>Canada will only consider educational programs that have been successfully completed by the proposed resource at the time of the bid closing date. If the degree, designation or certification was issued by an educational institution outside Canada, the Bidder <b>MUST</b> provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the <a href="#">Canadian Information Centre for International Credentials</a>. 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>Maximum 8 points</b></p> <ul style="list-style-type: none"> <li>• Graduate degree (i.e. higher than bachelor): <b>8 points</b></li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Undergraduate degree (i.e. bachelor <b>OR</b> equivalent): <b>3 points per degree, maximum 2 degrees</b></li> </ul>	<b>/8</b>	
<b>RT4</b>	<p>The Bidder should submit <b>two (2) completed project descriptions</b>, demonstrating the proposed FSSP Project Coordinator’s experience in <b>project coordination</b>.</p> <p><b>The two (2) completed project descriptions will be used to evaluate RT4.1 to RT4.3.</b></p> <p>Each project proposed must meet items i. to iii. Below. If the bidder does not demonstrate that a project meets items i. to iii below, no points will be awarded for demonstrated criteria under that project.</p> <ul style="list-style-type: none"> <li>i. Have had a budget with a minimum value of one (1) million dollars Canadian (\$1,000,000.00 CAD)</li> <li>ii. Had a minimum duration of two (2) years; and</li> <li>iii. Been completed within ten (10) years from the date of bid closing.</li> </ul>			
<b>RT4.1</b>	The Bidder is required to demonstrate the proposed FSSP Project Coordinator’s experience by explaining how each below mentioned task	<b>Maximum 28 points</b>		



	<p>was performed and which outcomes were reached.</p> <ol style="list-style-type: none"> <li>1. Facilitating communication between stakeholders to clarify requirements or resolve any queries;</li> <li>2. Ensuring administrative oversight of service rendered and quality assurance of their deliverables;</li> <li>3. Ensuring the quality of the reporting and invoicing for services rendered;</li> <li>4. Coordinating project activities with stakeholders;</li> <li>5. Administering the provision of logistical services, such as travel arrangements and event planning;</li> <li>6. Arranging and confirming meetings;</li> <li>7. Booking event space with interpretation, videoconferencing/teleconferencing services.</li> </ol> <p><b>4 points</b> will be awarded for cumulative experience per task above only once. No partial points are awarded.</p>	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 20%;">#</th> <th>Indicate the PROJECT under which each task is identified</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> <tr><td>7</td><td></td></tr> </tbody> </table>	#	Indicate the PROJECT under which each task is identified	1		2		3		4		5		6		7		/28	
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<p><b>RT4.2</b></p>	<p>The Bidder should demonstrate <b>the time period</b> in which the proposed FSSP Project Coordinator provided project coordination services.</p> <p>The time period for each project will be evaluated cumulatively should more than one (1) project be submitted.</p> <p>The projects should be listed in chronological order, including the start-dates (MM-YYYY) and end-dates (MM-YYYY), duration, and number of months counted – for each Project.</p> <p><b>NOTE: Months where projects overlap will be counted only once.</b></p>	<p style="text-align: center;"><b>Maximum 13 points</b></p> <p>Points will be awarded based on the demonstrated time, as follows:</p> <ul style="list-style-type: none"> <li>• From 12 months to less than 36 months: <b>2 points</b>;</li> <li>• From 36 months to less than 60 months: <b>4 points</b>;</li> <li>• 60 months or longer: <b>6 points</b>.</li> </ul> <p><b>Additional 3 points</b> for at least 12 months of experience in Sub-Saharan Africa.</p> <p><b>Additional 4 points</b> for at least 12 months of experience in Nigeria.</p>	/13																	



<p><b>RT4.3</b></p>	<p>The Bidder should describe the proposed FSSP Project Coordinator’s experience in establishing and maintaining working relationships with <b>different types of international development assistance stakeholders</b>.</p> <p>The cumulative experience will be evaluated using all projects together, so each project does not need to cover all tasks. The Bidder is required to provide a detailed summary as to how each task was carried out, along with the associated deliverables and outcomes.</p> <p><b>1 point</b> will be awarded for each task below, only once:</p> <ol style="list-style-type: none"> <li>1. Integrating stakeholder priorities and needs into the planning and execution of coordinated actions.</li> <li>2. Convening and facilitating project-related consultations and policy dialogue among stakeholders.</li> <li>3. Liaising and coordinating with multiple stakeholders at country or regional level working in the sector targeted by the project; and</li> <li>4. Working with 3 or more types of stakeholders (i.e., donors, government, civil society, private sector, academia) for an international development project.</li> </ol> <p>For the purpose of this criterion:</p> <p><b>“maintaining working relationships”</b> is defined as working collaboratively to participate in, consult on, create, or facilitate the delivery of development results.</p> <p><b>“Stakeholders”</b>: Government, other donors, non-government organizations, international organizations.</p>	<p><b>Maximum 6 points</b></p> <table border="1" data-bbox="824 268 1143 520"> <thead> <tr> <th>#</th> <th>Indicate the PROJECT under which each task is identified</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <p><b>Additional two (2) points</b> will be awarded if the bidder demonstrates that the proposed FSSP Project Coordinator maintained working relationships with different types of international development assistance stakeholders in any of the following countries: Nigeria, Equatorial Guinea &amp; Sao Tomé.</p>	#	Indicate the PROJECT under which each task is identified	1		2		3		4		<p>/6</p>	
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<p><b>Sub-Total for A. Resources – FSS Project Coordinator</b></p>			<p><b>/48</b></p>											

No.	Point-Rated Technical Criteria	Points	Maximum Score	Reference to Proposal (Indicate section & page number, if applicable)
<p><b>A. RESOURCES – Financial and Administrative Officer</b></p>				



RT5		Academic Qualifications			
RT5.1	<p><b><u>Education</u></b></p> <p>The Bidder should provide the proposed FSSP Financial and Administrative Officer's highest level of education completed in a relevant discipline from a recognized institution.</p> <p>For the purpose of this criterion:</p> <ul style="list-style-type: none"> <li>• “relevant discipline” is defined as a discipline related to business, finance, accounting or management.</li> <li>• “recognized educational institution” is defined as a public, non-governmental or private entity that has been given full or limited authority to provide formal specialized training.</li> <li>• <b>A copy of each stated proof of education MUST be provided with the proposal.</b></li> </ul> <p>Canada will only consider educational programs that have been successfully completed by the proposed resource at the time of the bid closing date. If the degree, designation or certification was issued by an educational institution outside Canada, the Bidder <b>MUST</b> provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the <a href="#">Canadian Information Centre for International Credentials</a>. 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>Maximum 5 points</b></p> <ul style="list-style-type: none"> <li>• Graduate degree (i.e. higher than bachelor): <b>5 points</b></li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Undergraduate degree (i.e. bachelor <b>OR</b> equivalent): <b>3 points</b></li> </ul>			/5
RT5.2	<p><b><u>Professional Designation or Certification</u></b></p> <p>The Bidder should provide the proposed Financial and Administrative Officer's Professional certification/designation (e.g. Certified public accountant (CPA), Certified general accountant (CGA), Chartered Financial Analyst (CFA), etc.) in accounting or finance.</p> <p><b>The stated proof of the valid designation or certification MUST be provided with the proposal.</b></p>	<p><b>Maximum 5 points</b></p> <p>Valid professional designation or certification: <b>5 points</b></p>			/5



<p><b>RT6</b></p>	<p>Bidder should submit <b>two (2) completed project descriptions</b> demonstrating the FSSP Financial and Administrative Officer's experience in providing <b>financial and administrative services</b>.</p> <p><b>The two (2) completed project descriptions will be used to evaluate RT6.1 and RT6.2.</b></p> <p>Each project proposed must meet items i. to iii. Below. If the bidder does not demonstrate that a project meets items i. to iii below, no points will be awarded for demonstrated criteria under that project.</p> <ul style="list-style-type: none"> <li>i. Have had a budget with a minimum value of one (1) million dollars Canadian (\$1,000,000.00 CAD)</li> <li>ii. Had a minimum duration of two (2) years; and</li> <li>iii. Been completed within ten (10) years from the date of bid closing.</li> </ul>													
<p><b>RT6.1</b></p>	<p>The Bidder is required to demonstrate the proposed FSSP Finance and Administrative Officer's experience by explaining how each below mentioned task was performed and which outcomes were reached.</p> <ol style="list-style-type: none"> <li>1. Managing and monitoring the project related expenditure in accordance with approved project budget in order to ensure that project financial data are maintained in an accurate and timely manner;</li> <li>2. Preparing financial reports;</li> <li>3. Administering the provision of logistical services, such as arranging vehicle rental, travel arrangements, event and mission planning and management;</li> <li>4. Ensuring and maintaining record keeping and filing system.</li> </ol> <p><b>4 points</b> will be awarded for cumulative experience per task above only once.</p> <p>No partial points are awarded.</p>	<p style="text-align: center;"><b>Maximum 18 points</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="width: 20px;">#</th> <th style="width: 100px;">Indicate the PROJECT under which each task is identified</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td></td> </tr> <tr> <td style="text-align: center;">4</td> <td></td> </tr> </tbody> </table> <p><b>Additional 2 points</b> will be awarded should at least one (1) of the two (2) proposed projects been carried out in a developing country for International Development Assistance (IDA).</p>	#	Indicate the PROJECT under which each task is identified	1		2		3		4		<p><b>/18</b></p>	
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<p><b>RT6.2</b></p>	<p>The Bidder should demonstrate <b>the time period</b> in which the proposed FSSP Finance and Administrative Officer provided Finance and Administrative services.</p> <p>The time period for each project will be evaluated cumulatively should more than one (1) project be submitted.</p> <p>The projects should be listed in chronological order, including the start-dates (MM-YYYY) and end-dates (MM-YYYY), duration, and number of months counted – for each Project.</p> <p><b>NOTE: Months where projects overlap will be counted only once.</b></p>	<p style="text-align: center;"><b>Maximum 6 points</b></p> <p>Points will be awarded based on the demonstrated time, as follows:</p> <ul style="list-style-type: none"> <li>• From 12 months to less than 36 months: <b>2 points</b>;</li> <li>• From 36 months to less than 60 months: <b>4 points</b>;</li> <li>• 60 months or longer: <b>6 points</b>.</li> </ul>	<p><b>/6</b></p>											
<p><b>Sub-Total for A. Resources – FSSP Finance and Administrative Officer</b></p>			<p><b>/30</b></p>											





No.	Point-Rated Technical Criteria	Points	Maximum Score	Reference to Proposal <small>(Indicate section &amp; page number, if applicable)</small>																												
<b>B. BIDDER'S EXPERIENCE</b>																																
RT7	<p>The Bidder should provide <b>two (2) completed development project descriptions</b> demonstrating its experience overseeing a development project through its tasks and deliverable of administrative, financial and logistical services.</p> <p><b>NOTE:</b> Each project proposed must meet items i. to iii. Below. If the bidder does not demonstrate that a project meets items i. to iii below, no points will be awarded for demonstrated criteria under that project.</p> <ul style="list-style-type: none"> <li>i. Have had a budget with a minimum value of one (1) million dollars Canadian (\$1,000,000.00 CAD)</li> <li>ii. Had a minimum duration of two (2) years; and</li> <li>iii. Been completed within ten (10) years from the date of bid closing.</li> </ul>																															
RT7.1	<p>The Bidder is required to demonstrate its experience by explaining how each below mentioned task was performed and which outcomes were reached.</p> <ul style="list-style-type: none"> <li>1. Tracking project progress;</li> <li>2. Reviewing project documents, including Annual Work Plans;</li> <li>3. Ensuring cost-effectiveness of services delivered within the project;</li> <li>4. Ensuring project progress and results are following the scope of the contract, including deadlines;</li> <li>5. Ensuring that project issues and problems are addressed and solutions are found.</li> </ul> <p><b>4 points</b> will be awarded for experience per task above in EACH PROJECT.</p> <p>No partial points are awarded.</p>	<p style="text-align: center;"><b>Maximum 40 points</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 95%;">Project #1</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 95%;">Project #2</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> </tbody> </table> <p>An <b>additional 4 points</b> will be awarded should at least one (1) of the two (2) proposed projects been carried out in a developing country for International Development Assistance (IDA).</p>	#	Project #1	1		2		3		4		5		6		#	Project #2	1		2		3		4		5		6		<p style="text-align: center;"><b>Project 1:</b></p> <p style="text-align: center;">/20</p> <p style="text-align: center;"><b>Project 2:</b></p> <p style="text-align: center;">/20</p> <p style="text-align: center;">/4</p>	
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<b>Sub-Total for B. Bidder's Experience</b>			<b>/44</b>																													

<p><b>Total – Rated Technical Criteria</b></p> <p>Obtain the required minimum of <b>96 points (60%)</b> overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of <b>160 points</b></p>	<b>/160</b>
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## ANNEX E – FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

B. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity – Certification. (Refer to the Joint Venture section of the Standard Instructions)



## ANNEX F – LETTER OF AGREEMENT FOR TRAVEL

The purpose of this letter is to identify travel costs that will be reimbursed to a traveller on government business for which no cost / honorary professional is paid. A "traveller" would be any non-employee, such as but not limited to: volunteer, foreign dignitary, , guests, invitees, etc. Only the traveller identified in this letter may be reimbursed. In cases where professional fees are paid or a third party is to be reimbursed, a contract must be in place. For inquiries related to services procurement and contracting activities, please contact [contrats@international.gc.ca](mailto:contrats@international.gc.ca).

For all amendments to the provisions of this letter, please have it reviewed beforehand by your Contracting Authority):

Date: < date of letter >

Name and Address of Traveller: <name and address of traveller >

Subject: <Name of event/activity >

<Sir or Madam >,

We would like to thank you for accepting to travel on behalf of Global Affairs Canada (GAC) at the <name of event/activity >, to be held in <name of city, country >, from <start date > to <end date >.

This agreement is made between <name of traveller > and GAC, in respect to the participation in <description of the activity and the name of event/activity >.

It is understood and agreed that GAC will reimburse <name of traveller > the authorized and eligible travel expenses incurred as part of the activity described above, for a sum not to exceed the limits as indicated below:

Airfare (not including insurance):	\$
Ground Transportation:	\$
Accommodations:      \$ x number of days =	\$
Other travel expenses <sup>1</sup> or Registration fees, if applicable (specify):	\$
<b>Total:</b>	<b>\$</b>

By entering into this agreement, the traveller is deemed to be a person on contract under Section 7 of the [Treasury Board \(TB\) Special Travel Authorities](#) and the National Joint Council (NJC) [Travel Directive](#) under those policy provisions referring to "travellers" rather than those referring to "employees".

Airfare will be reimbursed based on the lowest economy fare available at the time of booking. Booking should take place immediately upon the letter approval, in order to take advantage of the lowest fares. In all circumstances, when the traveller chooses not to use the lowest fare (e.g. upgrade to business class), the traveller must seek reimbursement for the lowest economy fare only, by submitting the quote of economy fare obtained at the time of the booking. The cost of necessary changes or cancellations to flights is considered a legitimate reimbursable expense by GAC. Travel expenses must be approved in advance by GAC before making any purchase or reservation.

<sup>1</sup> Travel or medical insurance costs, passport photos and fees, or medical costs are the responsibility of the traveller and will not be reimbursed by GAC. Furthermore, non-public servant travellers will no longer be reimbursed for incidental expenses.



Accommodation standards are a single room, in a safe environment, conveniently located and comfortably equipped. [PWGSC's Accommodation and Card Rental Directory](#) shall serve as a guide for the cost, location and selection of accommodation.

Travellers are responsible to cover the cost of their travel expenses and will be reimbursed upon their return of travel. Invoice including boarding passes and **original receipts** will be required for reimbursement of airfare, hotel, taxis, etc. Photocopies of receipts are not claimable. Meals and usage of the private motor vehicle, if applicable, do not require receipts and will be reimbursed at a set rate as per the [NJC Travel Directive Appendices B, C and D](#). Meals provided (e.g. by the event/activity, included in the airfare, breakfast included with the accommodation) will not be eligible for allowance reimbursement. The claims must be submitted no later than 30 days after the completion of the travel.

Travel arrangements that differ from the approved travel dates as specified in the letter, the traveller must include a quote for the economy airfare ticket for the official travel. These changes may be but not limited to tickets for different dates of travel, personal travel, travel that is combined with other travel plans or travel that starts or ends in a location other than the city as indicated by the address on the letter.

The traveller shall abide by all applicable laws and conduct its activities in a responsible manner in accordance with the [Values and Ethics Code for the Public Sector](#), including but not limited to respect for human rights, democratic principles, the rule of law and gender equality.

The traveller shall respect the standards of non-discrimination set out in the [Canadian Charter of Rights and Freedoms](#) and agree to abide by all governing and applicable laws protecting individuals against any manner of discrimination regardless of location of work.

Any form of sexual exploitation, abuse and sexual harassment is prohibited, constitutes wrongdoing and will be addressed as a matter of priority by GAC. Travellers are not covered by immunity for acts that constitute crimes, and GAC does not protect personnel who commit such crimes. GAC is obligated to report allegations of sexual exploitation and abuse to the ZIB by emailing [extott-zibv@international.gc.ca](mailto:extott-zibv@international.gc.ca). Sexual Harassment may also be reported to HWP. [D-HWP-Harc-Viol@international.gc.ca](mailto:D-HWP-Harc-Viol@international.gc.ca)

The traveller shall also refrain from practices or activities, which might be prejudicial to the relations between Canada and the country where the travel takes place.

The [Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police](#) and the [Mandatory COVID-19 vaccination requirements for federally regulated transportation employees and travellers](#) require you to be fully vaccinated against COVID-19, and that you attest to your vaccination status in accordance with the Policy prior to the date of your travel unless accommodated based on a medical contraindication, religion, or another prohibited ground for discrimination as defined under the *Canadian Human Rights Act*.

If this agreement is acceptable, kindly sign and date this Letter of Agreement below and return one of the two originals to GAC at the address indicated below. The other signed original is to be retained for your records.

<Insert DIVISION mailing address and contact>

Should you require any clarification with regards to this Letter of Agreement, please do not hesitate to contact <insert name of Departmental Representative and telephone number>.



Please accept, <Sir or Madam>, our sincere greetings.

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For GAC – Fund Centre Manager or Technical Authority  
(Name and title in block letters, and signature)

Date

I Agree,

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Signature of Traveller

Date



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According to the [Directive on Travel, Hospitality, Conference and Event Expenditures](#), non-public servants travel, at Headquarters, must be approved in advance by senior departmental managers direct report (Assistant Deputy Ministers) unless delegated to Director general, or, at mission, by the Head of Mission (HOM) and Deputy HOM.

If this trip has not already been approved in the travel plan, the letter of agreement may be used to obtain the pre-approval required. In this case, the following additional information is required:

**Number of travellers and justification:** \_\_\_\_\_

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(Number and names of other travellers in the same activity and justification of the role of each)

**Travel objectives:** \_\_\_\_\_

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**Travel Categories:** \_\_\_\_\_

(Choose one of the following categories: Operational activities, Key stakeholders, Internal governance, Training or Other travel – specify.)

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Senior Departmental Manager, Director General or HOM/Deputy HOM  
(Name and title in block letters, and signature)

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Date