



Date: June 6, 2024

Title: Real Estate Brokerage Services for Local Property Market Awareness of the Embassy of Canada to Italy, in Rome

Solicitation Number: 25-265824

---

The following Questions & Answers is in link with the solicitation document mentioned above.

---

### **Questions & Answers # 2**

- Q2.** “Is the project a Stay vs Go? Is the current location under evaluation as well?”
- A2.** At this time we are exploring all options – either an expansion by acquisition or a relocation.
- Q3.** “In relation to Appendix A – Statement of Work, under Phase 1 : Consultation Services, when gathering and collating information for the initial report, can the name of the Government of Canada and the purpose of the request be disclosed to Owners/Landlords? Is confidentiality with Owners/Landlords to be managed?”
- A3.** Owners/Landlords may be informed the purpose is for an embassy but the country must remain confidential.
- Q4.** “Appendix A – Statement of Work, Phase 1 : Under 4.3, is this narrative report in addition to the initial report, and what is the timing for its delivery? Is the narrative report due within the 27 total business days? “
- A4.** The initial report and the narrative is one report. It is due in 27 business days.
- Q5.** “Are any other services required as part of the project, such as Workplace analysis/study, Design and Project Management, or ESG advisory services? Is so, can these services be presented as part of the RFP?”
- A5.** No.
- Q6.** “For M2, do we need to provide the license for the firm and for the broker?”
- A6.** The bidder needs to submit the license for the broker only. Please see Addendum #2.
- Q7.** “For 4.1 Experience (point rated criteria), can commercial brokerage transaction(s) include leasing, purchase, sales, and related services?”
- A7.** Yes, please see Addendum #2.
- Q8.** “For 4.2 Real Estate Transactions (point rated criteria), can commercial brokerage transaction(s) include leasing, purchase, sales, and related services?”
- A8.** Yes, please see Addendum #2.



**Q9.** “For 4.3 Diplomatic Properties (point rated criteria), can commercial brokerage transaction(s) include leasing, purchase, sales, and related services. Can consulting services that may have not resulted in an acquisition also be included as this relates to Phase 1 of the Statement of Work?”

**A9.** Yes, please see Addendum #2.

**Q10.** “The experience requested is tied to a minimum value. Can it also be linked to a minimum size?”

**A10. No, as the size may not represent the complexity of the requirement.**

**Q11.** “How should the percentages be calculated? Should they be scaled? Percentages are based on the annual headline (not considering incentives).”

**A11.** Yes, the percentages should be scaled as per the chart provided in the tender form.

**Q12.** “In relation to the subject line tender, can the Bidder sub-contract all the said services and have the sub-contractor qualify for the requirements mentioned in the tender?”

**A12.** If the sub-contractor meets all the requirements of the RFP, and will be (must be) our direct contact during the property search, then we are in agreement that this can be done.

**Q13.** “For purchase amounts, should they be considered progressive?”

**A13.** Yes, the percentages should be scaled as per the chart provided in the tender form with amount ranges.

**Q14.** “What is exactly meant by ‘land value’ in point rated criteria 4.4 Land Value Experience?”

**A14.** Land value would be defined as the purchase of land, or a stand-alone asset that has land. Please see Addendum #2.

---