



ADDENDUM # 1

Date: April 20, 2023

Title: Landscaping and Grounds Maintenance Services for the Embassy of Canada to China in Beijing

The Department of Foreign Affairs, Trade and Development hereby amends, in accordance with this addendum the Request for Proposals (RFP) for the provision of Landscaping and Grounds Maintenance Services, bearing number#22-213715. This addendum hereby forms part of the RFP and the purpose is to:

1. Make modifications to the RFP.

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

AMENDMENT TO THE RFP

1. **In the ATTACHMENT 2 TO PART 3 - FINANCIAL BID FORM,**

section 2. As and When Requested Services

DELETE: IN ITS ENTIRETY.

INSERT:

2. As and When Requested Services

As described in **Annex A – Statement of Work** under section **5.2 – As and When Requested Services**, upon request of the Project Authority, these services will be paid in accordance with the following two sub-sections, the **Firm Hourly Rate** and the **Specialized Machinery, Materials and Supplies**;

a) Firm Hourly Rate

The firm hourly rates include the cost of the resource equipped with the necessary equipment and tools such as the ones used for Regular Services and as outlined in **Annex A – Statement of Work** under section **5.3 – Equipment, Materials and Supplies provided by the Contractor**, fringe benefits, general and administrative expenses, overhead and profit, as applicable.

The contractor will be paid a firm hourly rate as identified in the following **AS AND WHEN REQUESTED SERVICES** table and for the level of effort identified in the **Attachment 1 to Annex B – Service Authorization Form** under section **2.a** for each individual service request. Applicable Taxes are extra.

During the extended period of the Contract, the Contractor will be paid firm hourly rates, as per lines Option1, 2, 3 and 4 below to perform all the Work in relation to the contract extension.



| Period | Professional Qualified Staff | Firm Hourly Rate (CNY) Taxes Excluded | *Estimated Number of Hours per Year | Subtotal (CNY) Taxes Excluded |
|--------------------------------|---------------------------------|--|-------------------------------------|----------------------------------|
| Initial period (Year 1) | Gardening and Landscaping staff | | 24 | |
| | Supervisor | | 24 | |
| | Landscape Professional | | 12 | |
| Option 1 (Year 2) | Gardening and Landscaping staff | | 24 | |
| | Supervisor | | 24 | |
| | Landscape Professional | | 12 | |
| Option 2 (Year 3) | Gardening and Landscaping staff | | 24 | |
| | Supervisor | | 24 | |
| | Landscape Professional | | 12 | |
| Option 3 (Year 4) | Gardening and Landscaping staff | | 24 | |
| | Supervisor | | 24 | |
| | Landscape Professional | | 12 | |
| Option 4 (Year 5) | Gardening and Landscaping staff | | 24 | |
| | Supervisor | | 24 | |
| | Landscape Professional | | 12 | |
| Evaluated price (CNY) : | | | | |

*Estimated numbers of hours are used for evaluation purposes and is no guarantee of volume.

b) Specialized Machinery, Materials and Supplies

Should a specific service request require the utilization of the contractor's owned specialized machinery, other than the ones normally used for Regular Services and as outlined in **Annex A – Statement of Work** under section **5.3 – Equipment, Materials and Supplies provided by the Contractor** or to proceed with a third party rental and/or requires the provision or purchase of materials and supplies, the Contractor will be paid in accordance with the following two sub-sections, the **Contractor's owned Specialized Machinery and/or Materials and Supplies** and the **Third party rental of Specialized Machinery and/or purchase of Materials and Supplies**;





Contractor's owned Specialized Machinery and/or Materials and Supplies

The Contractor will be paid based on the proposed rates that will be listed in **Attachment 1 to Annex B – Service Authorization Form** under section **2.b** for each individual service request.

The Contractor certifies that the price proposed for each items listed on this form is not in excess of the lowest price charged to anyone else, including the contractor's most favoured customer, for the like quality and quantity of the goods, services or both.

Third party rental of Specialized Machinery and/or purchase of Materials and Supplies

The Contractor will be reimbursed for these expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

The Contractor must list these costs in **Attachment 1 to Annex B – Service Authorization Form** under section **2.b** for each individual service request.

2. In the ANNEX B - BASIS OF PAYMENT, section 2. As and When Requested Services

DELETE: IN ITS ENTIRETY.

INSERT:

2. As and When Required Services

As described in **Annex A – Statement of Work** under section **5.2 – As and When Required Services**, upon request of the Project Authority, these services will be paid in accordance with the following two sub-sections, the **Firm Hourly Rate** and the **Specialized Machinery, Materials and Supplies**;

a) Firm Hourly Rate

The firm hourly rates include the cost of the resource equipped with the necessary equipment and tools such as the ones used for Regular Services and as outlined in **Annex A – Statement of Work** under section **5.3 – Equipment, Materials and Supplies provided by the Contractor**, fringe benefits, general and administrative expenses, overhead and profit, as applicable.

The contractor will be paid a firm hourly rate as identified in the following **AS AND WHEN REQUIRED SERVICES** table and for the level of effort identified in the **Attachment 1 to Annex B – Service Authorization Form** under section **2.a** for each individual service request. Applicable Taxes are extra.

During the extended period of the Contract, the Contractor will be paid firm hourly rates, as per lines Option1, 2, 3 and 4 below to perform all the Work in relation to the contract extension.



| Period | Professional Qualified Staff | Firm Hourly Rate (CNY) Taxes Excluded |
|-------------------------|---------------------------------|--|
| Initial period (Year 1) | Gardening and Landscaping staff | |
| | Supervisor | |
| | Landscape Professional | |
| Option 1 (Year 2) | Gardening and Landscaping staff | |
| | Supervisor | |
| | Landscape Professional | |
| Option 2 (Year 3) | Gardening and Landscaping staff | |
| | Supervisor | |
| | Landscape Professional | |
| Option 3 (Year 4) | Gardening and Landscaping staff | |
| | Supervisor | |
| | Landscape Professional | |
| Option 4 (Year 5) | Gardening and Landscaping staff | |
| | Supervisor | |
| | Landscape Professional | |

b) Specialized Machinery, Materials and Supplies

Should a specific service request require the utilization of the contractor’s owned specialized machinery, other than the ones normally used for Regular Services and as outlined in **Annex A – Statement of Work** under section **5.3 – Equipment, Materials and Supplies provided by the Contractor** or to proceed with a third party rental and/or requires the provision or purchase of materials and supplies, the Contractor will be paid in accordance with the following two sub-sections, the **Contractor’s owned Specialized Machinery and/or Materials and Supplies** and the **Third party rental of Specialized Machinery and/or purchase of Materials and Supplies**;

Contractor’s owned Specialized Machinery and/or Materials and Supplies

The Contractor will be paid based on the proposed rates that will be listed in **Attachment 1 to Annex B – Service Authorization Form** under section **2.b** for each individual service request.

The Contractor certifies that the price proposed for each items listed on this form is not in excess of the lowest price charged to anyone else, including the contractor’s most favoured customer, for the like quality and quantity of the goods, services or both.





Third party rental of Specialized Machinery and/or purchase of Materials and Supplies

The Contractor will be reimbursed for these expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

The Contractor must list these costs in **Attachment 1 to Annex B – Service Authorization Form** under section **2.b** for each individual service request.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED