ADDENDUM # 1

Date: April 8, 2024

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

The Department of Foreign Affairs, Trade and Development hereby amends, in accordance with this addendum the Request for Proposals (RFP) for the provision of Cleaning Services, bearing number#24-253012. This addendum hereby forms part of the RFP and the purpose is to:

Answer questions related to the RFP that we recently received.

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

QUESTIONS AND ANSWERS

Q1. Could the Embassy provide a table describing the size of the floor surfaces to be cleaned by type, mirroring the descriptions provided in the Statement of Work?

A1. Please find the table below.

Total surfaces as described in the Annex A – Statement of Work	Carpet	Linoleum	Cement	Tile	Wood	Grand Total
Airlocks, corridors and passageways (pages 34, 35)	38.16					38.16
Chancery kitchen (page 35), kitchen (p. 36, 38), Kitchen (basement) (p. 38)		26.70				26.70
External kitchen (p. 38)				6.00		6.00
Gym (p. 36)		15.40				15.40
Landing areas (p. 34, 35)		50.54				50.54
Library (p. 34, 36)	11.60					11.60
Conference rooms / Meeting rooms (p. 34, 37)	1.20					44.70
Offices (p. 34, 37)	4.40					213.40
Public Reception zone (p. 34, 35)	25.50					25.50
Secured area of the chancery (cleaning Mon & Wed)					82.60	82.60
Security container / security envelope (p. 34, 35)		18.00				18.00
Storage rooms / supplies rooms (p. 34, 36, 37, 38)			34.80			34.80
Washrooms (p. 34, 36, 37)				15.60		15.60
Grand Total	80.86	110.64	34.80	21.60	82.60	**583.00**

Q2. Could the Embassy provide a total of the window surfaces that are subject to weekly cleaning for the offices on page 37 as well as the window surfaces subject to periodical cleaning on page 38?

A2. The total glass surface area of the windows for the purposes of weekly cleaning as described on page 37 of the RFP document is ca. 207 square meters including all surfaces to be cleaned.

The total glass surface area of the windows for the purposes of periodical cleaning as described on page 38 of the RFP document is ca. 302 square meters including all surfaces to be cleaned.

Q3. A Gesamtarbeitsvertrag (GAV) or Collective Labour Agreement (CLA) is the contractual basis, in Switzerland, for every employment contract in a specific profession or for all employment relationships in a specific industry. Working hours, holidays, notice periods and minimum wages are laid down in the GAV/CLA as negotiated between the trade unions and employers' associations. As a result of changes to an existing GAV/CLA or the conclusion of a new GAV/CLA, employers are obliged to adapt wages using the prescribed increase formula. This increase might be in excess of the proposed "annual inflation rate (or CPI) as published by Trading Economics for Switzerland)" referred to in Attachment 2 to Part 3 on page 16, clause B5. Would Canada be willing to amend the resulting contract so that all firm monthly rates and all firm hourly rates will be increased (upon exercising each of the option periods) by the higher of either the annual inflation rate (or CPI) as published by Trading Economics for Switzerland or the mandatory percentage increase to the cost of labour prescribed by the most recent industry-specific GAV/CLA in effect at the time of the exercise of the option?

A3. We understand that companies have a difficult time holding their pricing fixed for five years. Therefore, GoC offers an increase to the rates to account for inflation published by Trading Economics for Switzerland at the end of the second initial contract year when option periods are exercised for years 3, 4, and 5. The Bidders are asked to provide fixed pricing for the first two years including sufficient margins to absorb changes in the costs of doing business over the two fixed years.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED