



**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 His Majesty the King in  
right of 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 à Sa Majesté  
le Roi du chef du 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**  
**Bids will only be accepted by email.**

**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 Mozambique		<b>Date</b> March 28, 2024
<b>Amendment #1 dated April 23, 2024</b>		
<b>Solicitation No. / N° de l'invitation</b> 23-227256		
<b>Client Reference No. / No. de référence du client(e)</b> P-010489-001		
<b>Solicitation Closes / L'invitation prend fin</b> <b>At / à :</b> 14:00 pm EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est) <b>On / le :</b> <b>May 23, 2024</b>		
<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 : /</b> <b>Adresser toute demande de renseignements à :</b> Claudine Morin, Senior Contracting Officer <b>Email / Courriel:</b> <a href="mailto:Claudine.morin@international.gc.ca">Claudine.morin@international.gc.ca</a>		
<b>Delivery Required / Livraison exigée</b> See herein — Voir en ceci	<b>Delivery Offered / Livraison proposée</b> See herein — Voir en ceci	
<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>	



## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 SECURITY REQUIREMENTS .....	3
1.2 STATEMENT OF WORK.....	3
1.3 DEBRIEFINGS.....	3
1.4 TRADE AGREEMENTS .....	3
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	4
2.2 SUBMISSION OF BIDS .....	4
2.3 ENQUIRIES - BID SOLICITATION .....	5
2.4 APPLICABLE LAWS .....	5
2.5 BID CHALLENGE AND RECOURSE MECHANISMS .....	5
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>6</b>
3.1 BID PREPARATION INSTRUCTIONS.....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>8</b>
4.1 EVALUATION PROCEDURES .....	8
4.2 BASIS OF SELECTION .....	8
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>10</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	10
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	10
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>18</b>
6.1 SECURITY REQUIREMENTS .....	19
6.2 STATEMENT OF WORK.....	19
6.3 STANDARD CLAUSES AND CONDITIONS .....	20
6.4 TERM OF CONTRACT .....	21
6.5 AUTHORITIES .....	21
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	21
6.7 PAYMENT .....	21
6.8. INVOICING INSTRUCTIONS .....	24
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	24
6.10 APPLICABLE LAWS .....	24
6.11 PRIORITY OF DOCUMENTS .....	24
6.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR) AND/OR (FOREIGN CONTRACTOR).....	24
6.13 INSURANCE – NO SPECIFIC REQUIREMENT (G1005C (2016-01-28)) .....	24
6.14 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY .....	25
6.15 DISPUTE RESOLUTION.....	25
6.16 PUBLIC RECOGNITION .....	25
6.17 ENVIRONMENTAL CONSIDERATIONS .....	26
6.18 DISPOSAL OF ASSETS.....	26
<b>ANNEX A - STATEMENT OF WORK .....</b>	<b>27</b>
<b>ANNEX B - BASIS OF PAYMENT .....</b>	<b>36</b>
<b>ANNEX C - SECURITY REQUIREMENTS CHECK LIST .....</b>	<b>41</b>
<b>ANNEX D - EVALUATION CRITERIA .....</b>	<b>44</b>
<b>ANNEX E – LETTER OF AGREEMENT FOR TRAVEL.....</b>	<b>61</b>



## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with this bid solicitation.

### **1.2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

### **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 Atlantic Procurement Agreement, Canada-Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement, Canada-Peru Free Trade Agreement (CPFTA), World Trade Organization-Agreement on Government Procurement (WTO-AGP), Canada-United Kingdom Trade Continuity Agreement, Canada-Panama Free Trade Agreement, 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, the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), and the Canadian Free Trade Agreement (CFTA).



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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 (SACC) 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 5.6 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 and time and to the designated bid delivery email address as indicated on page 1 of the bid solicitation.

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

#### **Do not copy the contracting authority.**

##### **2.2.1 Technical Difficulties of Bid Transmission**

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

- (i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties, or
- (ii) The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

##### **2.2.2 Completeness of the Bid**

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information



submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

### 2.3 Enquiries – During Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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" against 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 **Ontario**.

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 \(https://www.international.gc.ca/development-developpement/partners-partenaires/bt-oa/recourse\\_mechanisms-mecanismes\\_recours.aspx?lang=eng\)](#).
  - Office of the Procurement Ombudsman (OPO) - <https://opo-boa.gc.ca/index-eng.html>
  - Canadian International Trade Tribunal (CITT) - <https://www.citt-tcce.gc.ca/en>
- (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 its bid in **entirety** to the designated bid delivery **email address** **prior to the bid closing date and time**. The emailed bid is to be submitted as a single email containing 3 attachments, each attachment representing a specific section of the entire bid as follows

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

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

**Section III: Certifications and Additional information if applicable** (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 accepted size limits 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.

DFATD will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFATD will send a confirmation email to the Bidders when the submission is received.

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 documents of their bid:

- (a) use formatting applicable to 8.5 x 11 inch (216 mm x 279 mm) Letter-sized paper (Note, 8.3 inch x 11.7 inch (210 mm x 297 mm) A4-sized or other standard paper sizes are not acceptable unless otherwise indicated in the bid solicitation);
- (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.

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 and describe their approach 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**

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

#### **Exchange Rate Fluctuation**

C3011T (2013-11-06)

### **Section III: Certifications and Additional Information, if applicable**

#### **Certifications**

Bidders must submit the certifications 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 Point Rated Technical Criteria

Refer to Annex D – Evaluation Criteria

#### 4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A0220T) (2014-06-26) <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A0220T>), Evaluation of Price-Bid (*if applicable – to be confirm at contract award*)

SACC Manual Clause [A0222T](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A0222T) (2014-06-26) <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A0222T>), Evaluation of Price-Canadian/Foreign Bidders (*if applicable – to be confirm at contract award*))

### 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 points for the technical evaluation criteria which are subject to point rating.
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 AND ADDITIONAL INFORMATION IF APPLICABLE

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 via a hyperlink near the bottom of the page of the [Employment and Social Development Canada \(ESDC\) – Labour Program'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

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

**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

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting 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 - Competitive Bid

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 non-responsive.

#### Definitions

For the purposes of this clause:

"former public servant" is any former member of a department as defined in Canada's 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 ([Contracting Policy Notice 2019-01: Changes to Contracting Limits and Approval of Contracts with Former Public Servants](#)) and the Guidelines on the Proactive Disclosure of Contracts ([Guidelines on the Proactive Disclosure of Contracts- Canada.ca](#)).

### **Work Force Adjustment Directive**

Is the Bidder an 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:

- name of former public servant;
- conditions of the lump sum payment incentive;
- date of termination of employment;
- amount of lump sum payment;
- rate of pay on which lump sum payment is based;
- period of lump sum payment including start date, end date and number of weeks;
- number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.



### 5.2.5 Language Requirement(s)

The Bidder certifies that the proposed resource(s) possess the stated levels of reading, oral interaction and writing proficiencies in **English and Portuguese**.

Proposed Resource	Language Proficiencies
<b>FSSP Project Manager</b>	Advanced Proficiency in Portuguese Advanced Proficiency in English
<b>FSSP Project Coordinator</b>	Advanced Proficiency in Portuguese Advanced Proficiency in English
<b>FSSP Financial and Administration Officer</b>	Advanced Proficiency in Portuguese Intermediate Proficiency in English

Levels of proficiency are as defined below:

#### **ADVANCED PROFICIENCY**

For the purpose of this RFP and resulting contract, an individual who is “advanced” **in English and Portuguese** 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.

#### **INTERMEDIATE PROFICIENCY**

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

##### **Intermediate Reading Proficiency:**

Ability to grasp the main idea of most work-related texts; ability to identify specific details; and ability to distinguish main from subsidiary ideas.

##### **Intermediate Oral Interaction Proficiency:**

Ability to sustain a conversation on concrete topics, give straightforward instruction and provide factual description and explanations; ability to report on actions taken; ability to understand and express hypothetical and conditional ideas.



**Intermediate Writing Proficiency:**

Ability to write short descriptive or factual texts; ability to deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary; ability to communicate the basic information, but the text will require some corrections in grammar and vocabulary as well as revision for style.

**5.2.6 Certifications – Contract**

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after contract award. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive

**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"

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Signature

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Print Name of Signatory





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

### Requirements

Section 17 of the Ineligibility and Suspension Policy ([Ineligibility and Suspension Policy - Government of Canada's Integrity Regime - Accountability](#)) (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 ([Information Bulletin: Required information to submit with a bid or offer - Government of Canada's Integrity regime - Accountability - PSPC \(tpsgc-pwgsc.gc.ca\)](#)) for additional details.

List of names for integrity verification form ([List of names for integrity verification form - Government of Canada's Integrity regime - Accountability - PSPC \(tpsgc-pwgsc.gc.ca\)](#))



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## ATTACHMENT 2 TO PART 5 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.

A. 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)



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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; 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.

"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 ([Section 3.1031-2 - Contract Cost Principles - Buyandsell.gc.ca](#)) 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;

"Technical Authority" means 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



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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.

"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 Resources. 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 Resources 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 Resources, 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/Technical Specialists**

The Contractor must ensure that all its subcontractors/technical specialists 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 technical bid 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) (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. 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. the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);
  - b. details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - c. deduction for holdback, if applicable;
  - d. the extension of the totals, if applicable; and
  - e. 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.

**6.3.1.3** Subsection 31 of 2035 (2013-03-21), General Conditions - Higher Complexity Services – Audit, is amended as follows:

**Audit:** Delete paragraph #5 in replace with the one below:

The Contractor must maintain such records, and Canada and its authorized representatives will have the right to examine such records, at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. Should an examination reveal any overpayments by Canada, these will be claimed by Canada and immediately repaid by the Contractor.



## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive. *(to be inserted at Contract award)*.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Claudine Morin  
Foreign Affairs, International Trade and Development /  
SPBC Contracting Services Unit  
E-mail address: [claudine.morin@international.gc.ca](mailto:claudine.morin@international.gc.ca)

### 6.5.2 Technical Authority *(to be inserted at Contract award)*

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.5.3 Contractor's Representative *(to be inserted at Contract award)*

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Proactive Disclosure of Contracts with Former Public Servants A3025C (2020-05-04)

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.

## 6.7 Payment

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

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 \$ \_\_\_\_\_ *(insert the amount at contract award)*. Customs duties are included and Applicable Taxes are extra.

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:

1. when it is 75 percent committed, or
2. four (4) months before the Contract expiry date, or
3. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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 completing all of its obligations under the Contract, the Contractor will be paid a firm daily rate for its professional services. Customs duty 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.

**Professional Services – Limitation of expenditures: CAD\$ \_\_\_\_\_**  
(Insert amount at contract award)

#### **B. Technical Specialists / Sub-contractors**

The Contractor will be reimbursed for Sub-contractors / technical specialist services on a per diem-based fee as required by DFATD. All Technical Specialist fees and tasking under this line item must be pre-authorized, in writing, by the Technical Authority.

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 table A. Categories of Professional Services.

**Sub-contractors / Technical specialist services – Limitation of expenditure:  
CAD\$ 4,000,000**

#### **C. 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.

**Expenditures for Travel, Transportation and Living Expenses MUST be pre-authorized by the Technical Authority. Proof of actual expenditure MUST be provided with the invoice.**

All payments are subject to government audit.

**Authorized Travel, Transportation and Living expenses - Limitation of Expenditure:  
CAD\$ 1,000,000**





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## D. Other Direct Costs – Transportation, accommodation for third parties

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.

By third party we mean participants who do not receive fees, remuneration or other forms of compensation identified in this contract.

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

### **Other Direct Costs - Limitation of Expenditure: Transportation, accommodation for third parties (Without mark-up) - CAN \$ 300,000.00**

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

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

#### 6.7.5 Electronic Payment of Invoices – Contract

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

- 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.

2. Invoices must be distributed as follows:

One (1) electronic copy must be forwarded to the address(es) shown on page 1 of the Contract for certification and payment.



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## 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), Certification - 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 \_\_\_\_\_ [insert the name of the country, province or territory as specified by the Bidder in its bid, if applicable.](#)

## 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;
- (c) the General Conditions;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex E, Letter of agreement for travel, template;
- (h) the Contractor's bid dated \_\_\_\_\_.

## 6.12 Foreign Nationals (Canadian Contractor) AND/OR (Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

And/or

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

## 6.13 Insurance – No Specific Requirement - [G1005C](#) (2016-01-28)

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.



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

- 6.14.1 All intellectual property rights vest with the Contractor.
- 6.14.2 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-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 sublicensee to do any or all of the acts mentioned in paragraph a.44
- 6.14.3 The Contractor declares and warrants that the Work, and 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;
- 6.14.4 The obligations contained in this section must be reproduced in all sub-agreements and subcontracts.

## 6.15 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 \(IRM\) \(Information Note on Recourse Mechanisms for Contracting in Support of International Development Assistance\)](#) 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](#)".

## 6.16 Public Recognition

- 6.16.1 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](#).
- 6.16.2 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.
- 6.16.3 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.

6.16.4 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.

6.16.5 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.

## 6.17 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:

### 1. 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, when available in country of services.
- Recycle unneeded printed documents (in accordance with Security requirements).

### 2. 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 in Canada, and certain other countries. 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 honor the pricing for Contractors. In locations where Eco-Rated properties do not exist, the Contractor is encouraged to use properties which meet local ecological or environmental standards or certifications.
- Use public transportation or another method of green transportation as much as possible where safety and security of Resources and subcontractors are not compromised.

## 6.18 Disposal of assets

6.18.1 Equipment, and materials purchased by the Contractor wholly or partly with funds provided by DFATD, will be the property of the Contractor until transferred to a Recipient Country or another approved entity in accordance with the approved disposal plan and will be marked accordingly by the Contractor until such transfer.

6.18.2 At the time of submission of the final report, or as required at any other time, the Contractor will make available to DFATD an inventory of such equipment, and materials along with a plan for disposal, and will at no cost transfer such equipment and materials to the Recipient Country or another entity following DFATD's approval of the disposal plan.



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## ANNEX A - STATEMENT OF WORK

### 1. Title

Field Support Services Project (FSSP) in Mozambique.

### 2. Objective

The primary objective of the FSSP is to provide access to local technical expertise and local logistical and administrative support in Mozambique and in countries accredited to Canada's High Commission to Mozambique<sup>1</sup>. This local technical expertise and support ensures that Canada can provide effective, efficient, high-quality, and relevant development assistance to meet development needs and priorities.

The FSSP will facilitate Canada's commitment to improving health, education, gender equality, economic resilience, conflict resolution and good governance in Mozambique.

The FSSP will provide services fully aligned with Canada's Feminist International Assistance Policy (FIAP) and the Sustainable Development Goals (SDGs). In addition, the FSSP services will follow the principles of aid effectiveness based on the Paris Declaration and Accra Agenda for Action, in particular gender equality and supporting the empowerment of women and girls, and effectiveness, efficiency, and alignment in support of the *Official Development Assistance Accountability Act* (ODAAA) framework.

### 3. Background

In Mozambique, and in countries accredited to Canada's High Commission to Mozambique, Canada's development assistance program requires local technical expertise, sector analyses and strategies, program and project-level assessments and monitoring, local logistical and administrative services, and support for Canada's donor coordination and aid effectiveness activities. The Department of Foreign Affairs, Trade and Development (DFATD) has created the Field Support Services Project (FSSP) to provide the required technical, administrative, and logistical support. The selected Contractor will implement and manage the FSSP.

#### 3.1. DFATD Development Programming in Mozambique

Canada established diplomatic relations with Mozambique in 1975 and maintains a High Commission in Maputo. More detailed information on Canada-Mozambique relations is available online, at <https://www.international.gc.ca/country-pays/mozambique/relations.aspx?lang=eng>

Mozambique is among the largest recipients of Canadian international assistance having received \$132.5 million in 2020-21 across all delivery channels. Canada uses various channels to deliver its official development assistance (ODA) programming in Mozambique. These channels include bilateral programming, multilateral programming, humanitarian assistance, regional programming, and programming with Canadian partners.

The priority areas of focus for Bilateral Programming in Mozambique are:

- i) improving health (including sexual, reproductive, maternal, newborn, child, and adolescent health);
- ii) increasing participation in quality education and training;
- iii) improving gender equality, economic resilience, and conflict resolution; and,
- iv) supporting the foundations for more inclusive, conflict-sensitive governance, and focusing on democratic processes and public services.

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<sup>1</sup> As of end-2023, the accredited countries are Angola and Eswatini. These may be subject to change during the implementation of the FSSP.



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### **3.2 DFATD Development Programming in Angola**

Canadian diplomatic relations with Angola were established in 1978. The High Commission of Canada in Mozambique is accredited to serve Angola. Global Affairs Canada does not provide direct bilateral development assistance to Angola. However, development assistance is provided through other departmental delivery channels such as Humanitarian Assistance, Multilateral Programming, Partnerships with Canadians, and Regional Development Programming. In addition, local Angolan civil-society organizations are eligible for limited funding through the Canada Fund for Local Initiatives (CFLI) managed by the High Commission of Canada in Mozambique. In 2020-21, Canada provided \$3.3 million in ODA to Angola, in areas such as health and sexual and reproductive health rights initiatives, mainly via multilateral organizations.

### **3.3 DFATD Development Programming in Eswatini**

Canada has maintained diplomatic relations with Eswatini since its independence in 1968. The High Commission of Canada in Mozambique is accredited to serve Eswatini. Canada's bilateral relations with Eswatini are anchored in a shared Commonwealth heritage as well as through collaboration within multilateral forums in which both countries share membership. The department does not have a bilateral development program in Eswatini. However, development assistance is provided through other delivery channels of the department such as Multilateral Programming, Partnerships with Canadians Programming and Regional Development Programming. In addition, local organizations in Eswatini are eligible for limited funding through the Canada Fund for Local Initiatives (CFLI) managed by the High Commission of Canada in Mozambique. In 2020-21, Canada provided \$2 million in ODA to Eswatini mainly through institutional support to multilateral organizations, regional programming, and Partnerships with Canadians programming. Examples of support as of 2022 include the deployment of a technical expert to support the country's agriculture cooperative sector and, through CFLI programming, initiatives to advance gender equality and prevent gender-based violence at the community level.

### **3.4 Potential DFATD Development Programming in Other Countries**

From time to time, the countries accredited to Canada's High Commissions and Embassies abroad change. For example, until 2022, Malawi had been accredited to the High Commission of Canada in Mozambique for several years. While unlikely, the countries accredited to the High Commission of Canada in Mozambique could change during the life of the FSSP. It is expected that if this occurs, the FSSP in Mozambique will support new countries of accreditation. In addition, if resources permit, the FSSP in Mozambique may be expected to support development programming and policy dialogue that is regional in nature.

## **4.0 SCOPE OF WORK**

### **4.1 General Scope of Work**

DFATD's bilateral development programs have historically relied on outsourcing support services in the field to help deliver programming and achieve results in countries that receive Canadian development assistance. Since 2016, the DFATD approach to providing this support has been through FSSPs. This project follows the department's FSSP model and includes lessons learned from other operational projects, while being tailored to the unique context and needs in Mozambique and countries of accreditation.

DFATD requires the services of a Contractor to implement and manage all aspects of the FSSP. The FSSP provides advice and sectoral analyses, and it is anticipated that the contractor may need to source the expertise of local technical specialists in a variety of key sectoral areas such as: gender equality and women's empowerment, health, education, inclusive governance, and environment.





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## 4.2 Work Location

**The resources must be based in Maputo, Mozambique, offering services throughout Mozambique.**

## 4.3 Travel

Travel will be required. All travel must be approved by the TA, in writing before being booked or occurring. The contractor will be reimbursed for expenses in accordance with the National Joint Council directive - <https://www.njc-cnm.gc.ca/directive/d10/en>.

## 4.4 Work Assignment Process

The Contractor must provide responsive Technical Expertise or Specialists on an as-and-when-required basis as requested by DFATD. All requests must be initiated and approved by the Technical Authority(s) by submitting a written "Statements of Needs" for services to the FSS Project Manager. The FSS Project Manager must respond to the Technical Authority in a reasonable and timely manner (3 to 5 business days).

## 4.5 Language of Work

The FSSP's operating languages of work are Portuguese and English. Portuguese is the official language of business and government in Mozambique and Angola, while English is the official language of business and government in Eswatini. In Mozambique and Angola, the ability to work fluently in Portuguese is a necessity. All briefings and reports described under Section 9 must be provided in English. Occasionally, DFATD may request for documents to be translated into Portuguese and/or English.

## 4.6 Constraints and Risks

The FSSP will be implemented and managed in territories where the political environments are in constant flux and where international and local laws and regulations must be respected. Civil unrest can arise at any time in almost any part of Mozambique, and particularly in the North; as well as Eswatini, particularly in and near urban areas. The security situation can deteriorate suddenly and unexpectedly. These are risks that the Contractor should anticipate and mitigate.

## 5. Tasks

### 5.1 Contractor Tasks

The Contractor is responsible for the management of all services provided under the contract. Tasks include but are not limited to the following:

- a. 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). The Contractor must also be aware of current and planned local laws and regulations that might affect the FSSP and the ability to operate in Mozambique, Angola, and Eswatini;
- b. Maintaining a comprehensive understanding of FSSP programming, ensuring linkages that maximize both programming effectiveness and efficiency;
- c. Sourcing, and managing appropriate and qualified resources and technical specialists, as requested;
- d. Managing FSSP performance, including ensuring the quality of products, services and deliverables that meet the pre-defined statements of work, annual work plans;





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- e. Maintaining accurate and detailed records, including invoices, time sheets, resource levels of efforts and ensuring that all supporting documents are maintained and provided to DFATD.

## **5.2 Resource's Tasks**

### **5.2.1. FSSP Project Manager**

Based in Maputo Mozambique, the FSS Project Manager tasks include but are not limited to the following:

- i. Collaborating with DFATD and partners in assessing needs and setting priorities;
- ii. Identifying risks for the FSSP and developing and implementing emergency and mitigation plans.
- iii. Developing and maintaining professional relationships with networks of key stakeholders (government, civil society, other donors, private sector);
- iv. Ensuring consistent integration of key cross-cutting themes in all deliverables;
- v. Co-leading the preparation of all key FSSP documents identified in Section 8.1 below, titled 'Key Project Documents and Narrative Reports';
- vi. Overseeing the deliverables, activities and completion of tasks related to administrative, financial, logistical and transportation rental services;
- vii. Communicating with the High Commission of Canada, the recipient country's government authorities or representatives, and other key FSSP stakeholders as needed;

### **5.2.2 FSSP Project Coordinator**

Based in Maputo Mozambique, the FSS Project Coordinator's tasks include but are not limited to the following:

- i. Providing logistical services such as overseeing, coordinating, and arranging vehicle rental, travel, events, meetings, conferences, and missions as required;
- ii. Contributing to the preparation of all key FSSP deliverables and documents;
- iii. Assisting in the creation and maintenance of FSSP records and files;
- iv. Overseeing activities with stakeholders;
- v. Advising on local government documentation requirements;
- vi. Preparing progress reports

### **5.2.3 FSSP Financial and Administrative Officer**

Based in Maputo Mozambique, the FSS Financial and Administrative Officer tasks include, but are not limited to the following:

- i. Assisting in the creation and maintenance of records and files including copies of receipts, invoices, and supporting documents submitted to DFATD for reimbursement;
- ii. Administering payments to sub-contractors.
- iii. Managing expenditures, record keeping and supporting documentation for eligible reimbursable expenses;
- iv. Preparing and reviewing financial reports;
- v. Developing and managing reporting and invoicing;
- vi. Providing financial advice related to local laws and regulations, financial institutions and the estimated expenses for products or services in the recipient country;
- vii. Providing accounting and financial reconciliation services, if required;
- viii. Assisting with travel and logistical arrangements for Technical Specialists;



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## 6.0 Goods, equipment and transportation services provided by the Contractor

The Contractor will provide its own software and equipment as required to provide the services requested.

### 6.1 Office Space

Should the Contractor require office 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.

#### 6.1.1 Facilities and Workplace

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

## 6.2 Meetings

The contractor may need to attend meetings with Stakeholders. Meetings will vary from in person to virtual or hybrid depending on needs, health measures and the participants.

## 6.3 Travel

Travel will be required outside of the Canadian National Capital Region (NCR). Most required travel will occur in Mozambique. All travel must have the prior approval of the TA. The contractor will be reimbursed for expenses in accordance with the National Joint Council directive - <https://www.njc-cnm.gc.ca/directive/d10/en>.

## 7.0 Technical Specialists

A financial envelope (see Annex B – Basis of Payment) is reserved for the services of short, medium, and long-term Technical Specialists as requested by DFATD.

Technical Specialists are responsive and DFATD's required expertise may change over the course of the contract, in alignment with Canada's development assistance priorities; and will include, but will not necessarily be limited to: health and nutrition, education, gender equality, environmental sustainability, inclusive governance, humanitarian assistance, peace-building, conflict resolution, institutional capacity building, public financial management, private sector development, communications, and monitoring and evaluation.

## 8.0 FSSP Deliverables and reporting

The Contractor must prepare the following key project documents and submit them to the Technical Authority (TA) for review and approval in accordance with the specified timelines.

The expected turnaround time for modifications requested to a deliverable or report is not to exceed 20 working days.

### 8.1 Key Project Documents and Narrative Reports

All draft documents and reports are to be submitted in English.



Deliverable #	Report Name	Due date	Description and conditions of acceptance
1	<b>Initial Work plan (IWP)</b>	Year one of the contract:  within ninety (90) calendar days of contract signature.	The IWP must include timelines and deliverables focusing on key project start-up activities. The IWP must be approved by the Technical Authority before its implementation. At minimum, the IWP must include the following elements:  i) Project and administrative management such as information related to the day-to-day management of the FSSP and personnel and administrative processes. ii) A list of the technical specialists anticipated during the year, determined by the TA, and discussed with the Contractor. iii) Draft work plan for twelve months from the date of contract award. iv) Risk management strategy.
2	<b>FSSP Operating Procedures Manual (OPM)</b>	The Contractor will provide the Technical Authority with a copy of its OPM within fifteen (15) calendar days of contract signature.  If the Contractor makes any amendment(s) to the OPM, it will provide the updated document to the Technical Authority.	The Contractor must provide an OPM which will serve as guidance for FSSP resources. The manual must clearly define the <b>service cycle</b> of the FSSP. The manual must include the following:  i) Safety and security protocols; ii) Quality assurance process including a regular process for reviewing the quality of services rendered. iii) Project reporting; iv) Protocol to mitigate risk of conflict of interest; and v) Safeguard of information produced by the technical specialists.  The <b>service cycle</b> covers the start-to-end process to source contract personnel and technical specialists requested by the TA during the lifecycle of the contract.  <b>Note:</b> The OPM will be used as reference material only for the Technical Authority.
3	<b>Annual Work plan (AWP)</b>	Year one of the contract:  Approved version within one hundred twenty (120) calendar days of contract signature.	The AWP defines the results to be achieved or worked on during the year and serves as a basis to assess project performance against plans and to assess the variance analysis contained in progress reports. It should not be more than thirty pages (excluding annexes), and must include the following:  i. Executive summary. ii. Project context (which may change from year to year) for Colombia and Ecuador. iii. Risk management strategy.



Deliverable #	Report Name	Due date	Description and conditions of acceptance
		<p><u>Year two through five of the contract:</u></p> <p>Subsequent AWP's are submitted as drafts by February 28<sup>th</sup> of each year leading to final approval by the Technical Authority by the end of March each year.</p>	<p>iv. A list of Technical Specialist used, and their results achieved during the previous year.</p> <p>v. Project management issues and matters including significant events or changes that are planned during the year; and</p> <p>vi. Annexes.</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>
4	<b>Semi-Annual Progress Reports</b>	<p><u>Years one through five of the contract:</u></p> <p>Submitted to the Technical Authority each year within forty-five (45) calendar days from September 30<sup>th</sup>.</p>	<p>The Semi-Annual Progress Report (maximum of ten pages) provides progress on activities for the previous six-month period. The Semi-Annual Progress Report must include:</p> <p>i. Executive summary.</p> <p>ii. Reporting on key project activities.</p> <p>iii. Problems and difficulties encountered, if any, and remedial action(s) taken or to be taken.</p> <p>iv. Analysis of changes made or to be made to any important aspects of the project, for consultation with DFATD.</p> <p>v. Planned activities for the next period or required updates to the AWP.</p> <p>vi. Management issues.</p> <p>vii. Comments on risks encountered or new risks identified.</p> <p>viii. Summary analysis of support provided by technical specialists.</p> <p>ix. Any other important issues affecting project implementation.</p>
5	<b>Annual Progress Report</b>	<p><u>Years two through five of the contract:</u></p> <p>Submitted to the Technical Authority each year within forty-five (45) calendar days from March 31<sup>st</sup>.</p>	<p>The Annual Progress Report (maximum of twenty pages) summarizes project activities and progress towards expected results. The Annual Progress Report must include:</p> <p>i. Executive summary.</p> <p>ii. Coordination and networking activities and results.</p> <p>iii. Program planning, project monitoring and results.</p>



Deliverable #	Report Name	Due date	Description and conditions of acceptance
			<ul style="list-style-type: none"> <li>iv. Problems and difficulties encountered, and remedial actions taken or to be taken and results.</li> <li>v. Management issues and results.</li> <li>vi. Comments on risk assessment and updated risk management strategy if appropriate.</li> <li>vii. Summary analysis of support provided by Technical Specialists:</li> <li>viii. Any other important issues affecting project implementation.</li> <li>ix. Lessons learned and recommendations; and</li> <li>x. Annexes.</li> </ul>
6	<b>Final Narrative Report</b>	Submitted to the Technical Authority within sixty (60) calendar days from the contract end date.	<p>The Final Narrative Report not only includes an aggregation of previous reports as well as the Final but also goes beyond to provide information on design, methodology, program delivery, success factors and lessons learned.</p> <p>The report is a stand-alone document that can be used as the core source of information, a corporate memory and to help triangulate evaluations. To be concise, it is suggested that the report be approximately 50 pages and not exceed seventy-five pages (excluding annexes).</p> <p>The Final Narrative Report comprises eleven sections (including annexes):</p> <ul style="list-style-type: none"> <li>i. <b>Executive summary</b> (not more than five pages).</li> <li>ii. <b>Introduction</b> - how the document is structured and designed (one page).</li> <li>iii. <b>Project summary</b> (one to three pages).</li> <li>iv. <b>Project rationale and justification:</b> Identification of direct and indirect beneficiaries and clients.</li> <li>v. <b>Governance structure.</b></li> <li>vi. <b>Brief project structure.</b></li> <li>vii. <b>Project context</b> - analysis of the project context (external, internal, political considerations) and the positive or negative impact on project results and its implementation.</li> <li>viii. <b>Project management</b> - assessment of project management approaches (governance, work planning, scheduling, subcontracting, logistics, finance, and reporting) in not more than three to six pages.</li> </ul>



<b>Deliverable #</b>	<b>Report Name</b>	<b>Due date</b>	<b>Description and conditions of acceptance</b>
			<p>ix. <b>Results delivered</b> - list of all technical specialists whose services have been subcontracted and a summary analysis of their support; list of events organized, etc.</p> <p>x. <b>Risk management</b> - appraisal of the validity of the original risk assessment, changes in risk and risk response strategies during the life of the project (including whether any risk events occurred and what strategies were used to address them) and the positive or negative impact on project results and its implementation. (Not more than one to three pages).</p> <p>xi. <b>Lessons learned and recommendations</b> – lessons learned from the project that will be useful for DFATD to consider in planning other projects of this nature in the future (in not more than three to five pages) and</p> <p>xii. <b>Annexes</b></p>



## 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.

Bidders **MUST** submit their financial bid, in Canadian dollars and in accordance with **ANNEX B - Basis of Payment**.

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

### 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:

$$(\text{Hours worked} \times \text{applicable firm per diem rate}) \div 7.5 \text{ hours}$$

- i. All proposed Resources 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.

**NOTE: Expenditures MUST be in accordance with Annex B, Basis of Payment. There will be no increase or repricing within the Basis of Payment.**

### INITIAL CONTRACT PERIOD – YEAR 1 TO YEAR 5

TABLE 1

INITIAL CONTRACT PERIOD - YEAR 1				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL \$CAD
Project Manager (based in Maputo Mozambique)	_____	\$ _____	220	\$ _____
Project Coordinator (based in Maputo Mozambique)	_____	\$ _____	220	\$ _____
Financial and Administrative Officer (based in Maputo Mozambique)	_____	\$ _____	220	\$ _____
<b>YEAR 1 - PROFESSIONAL SERVICES - SUB-TOTAL \$CAD</b>				<b>\$ _____</b>





**TABLE 2**

<b>INITIAL CONTRACT PERIOD - YEAR 2</b>				
<b>A. PROFESSIONAL SERVICES CATEGORIES</b>	<b>NAME OF RESOURCE(S)</b>	<b>FIRM DAILY RATES</b>	<b>ESTIMATED LEVEL OF EFFORT</b>	<b>TOTAL \$CAD</b>
Project Manager (based in Maputo Mozambique)	_____	\$ _____	<b>220</b>	\$ _____
Project Coordinator (based in Maputo Mozambique)	_____	\$ _____	<b>220</b>	\$ _____
Financial and Administrative Officer (based in Maputo Mozambique)	_____	\$ _____	<b>220</b>	\$ _____
<b>YEAR 2 – PROFESSIONAL SERVICES – SUB-TOTAL \$CAD</b>				\$ _____

**TABLE 3**

<b>INITIAL CONTRACT PERIOD – YEAR 3</b>				
<b>A. PROFESSIONAL SERVICES CATEGORIES</b>	<b>NAME OF RESOURCE(S)</b>	<b>FIRM DAILY RATES</b>	<b>ESTIMATED LEVEL OF EFFORT</b>	<b>TOTAL \$CAD</b>
Project Manager (based in Maputo Mozambique)	_____	\$ _____	<b>220</b>	\$ _____
Project Coordinator (based in Maputo Mozambique)	_____	\$ _____	<b>220</b>	\$ _____
Financial and Administrative Officer (based in Maputo Mozambique)	_____	\$ _____	<b>220</b>	\$ _____
<b>YEAR 3 - PROFESSIONAL SERVICES - SUB-TOTAL \$CAD</b>				\$ _____



**TABLE 4**

<b>INITIAL CONTRACT PERIOD - YEAR 4</b>				
<b>A. PROFESSIONAL SERVICES CATEGORIES</b>	<b>NAME OF RESOURCE(S)</b>	<b>FIRM DAILY RATES</b>	<b>ESTIMATED LEVEL OF EFFORT</b>	<b>TOTAL \$ CAD</b>
Project Manager (based in Maputo Mozambique)	_____	\$ _____	220	\$ _____
Project Coordinator (based in Maputo Mozambique)	_____	\$ _____	220	\$ _____
Financial and Administrative Officer (based in Maputo Mozambique)	_____	\$ _____	220	\$ _____
<b>YEAR 4 - PROFESSIONAL SERVICES - SUB-TOTAL \$CAD</b>				<b>\$ _____</b>

**TABLE 5**

<b>INITIAL CONTRACT PERIOD - YEAR 5</b>				
<b>A. PROFESSIONAL SERVICES CATEGORIES</b>	<b>NAME OF RESOURCE(S)</b>	<b>FIRM DAILY RATES</b>	<b>ESTIMATED LEVEL OF EFFORT</b>	<b>TOTAL \$ CAD</b>
Project Manager (based in Maputo Mozambique)	_____	\$ _____	220	\$ _____
Project Coordinator (based in Maputo Mozambique)	_____	\$ _____	220	\$ _____
Financial and Administrative Officer (based in Maputo Mozambique)	_____	\$ _____	220	\$ _____
<b>YEAR 5 - PROFESSIONAL SERVICES - SUB-TOTAL \$CAD</b>				<b>\$ _____</b>



**TABLE 6**

<b>B. TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S) – Year 1 to Year 5</b>	<b>LIMITATION OF EXPENDITURE \$ CAD</b>
<p><b>TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S) (PER DIEM)</b></p> <p><b>Expenditures for Technical Specialists/Sub-contractors MUST have the prior authorization of the Technical Authority.</b></p> <p><b>NOTE: Technical Specialists and Sub-Contractors MUST NOT be used to substitute for the resources named under A. Categories of Professional Services.</b></p>	<p><b>\$ 4,000,000</b></p>

**TABLE 7**

<b>INITIAL CONTRACT PERIOD – YEAR 1 TO YEAR 5</b>	
<b>C. TRAVEL, TRANSPORTATION AND LIVING EXPENSES – Year 1 to Year 5</b>	<b>LIMITATION OF EXPENDITURE \$ 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 "travelers", 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 Technical Authority.</b></p>	<p><b>\$ 1,000,000</b></p>

**TABLE 8**

<b>D. OTHER DIRECT COSTS – Transportation, accommodation for third parties – Year 1 to Year 5</b>	<b>LIMITATION OF EXPENDITURE \$ CAD</b>
<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> <p><b>Any expenses, must be authorized in writing by the Technical Authority named in the contract (see Annex E for the Letter of agreement for travel)</b></p>	<p><b>\$ 300,000</b></p>
<p><b>TOTAL – INITIAL CONTRACT PERIOD – YEAR 1 TO YEAR 5</b></p>	



<b>A. SUB –TOTAL – PROFESSIONAL SERVICES CATEGORIES</b>	<b>\$ _____</b>
<b>B. SUB –TOTAL – TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S)</b>	<b>\$ 4,000,000</b>
<b>C. SUB–TOTAL –TRAVEL AND LIVING EXPENSES</b>	<b>\$ 1,000,000</b>
<b>D. SUB –TOTAL – OTHER DIRECT COSTS</b>	<b>\$ 300,000</b>
<b>YEAR 1 TO YEAR 5 - SUB-TOTAL - A.+B.+C.+D. \$ CAD</b>	<b>\$ _____</b>

**Total cost of applicable taxes: \_\_\_\_%: \$ CAD \_\_\_\_\_**

**TOTAL CONTRACT VALUE: \$ CAD \_\_\_\_\_**



## ANNEX C - SECURITY REQUIREMENTS CHECK LIST



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat RFP-DDP #23-227256
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 Global Affairs Canada		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 Field Support Services Project (FSSP) that will provide essential support in the planning, delivery and monitoring of Canada's international development assistance Program in Mozambique, and as needed in countries accredited to the Canadian High Commission in Mozambique. The services include expert advice on socio-economic context and policy; identifying development needs and strategies; monitoring projects, as well as support to local development initiatives, and provision of logistical and administrative services.		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> 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"/>

TBS/BCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat RFP-DDP #23-227256
Security Classification / Classification de sécurité

**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:  No / Non  Yes / Oui

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:  No / Non  Yes / Oui

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	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?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**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?  No / Non  Yes / Oui

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?  No / Non  Yes / Oui

**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?  No / Non  Yes / Oui

**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?  No / Non  Yes / Oui

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?  No / Non  Yes / Oui

TBS/SGT 350-103(2004/12)

Security Classification / Classification de sécurité







Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
RFP-DDP #23-227256
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 / CLASSIFIÉE			NATO				COMSEC				
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	PROTECTED / PROTÉGÉ			SECRET	TOP SECRET
											A	B	C		
Information / Assets															
Renewals / Services															
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 LVERB 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 LVERB 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).







## ANNEX D - EVALUATION CRITERIA

### 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 Basis of Payment set out in ANNEX B.</p> <p>Bidders based outside of Canada are eligible. However, their financial proposal <b>MUST</b> be submitted in \$CAD.</p> <p>The total amount of Goods and Services Tax <b>MUST</b> be shown separately.</p>

### INSTRUCTIONS FOR BIDDERS

- If more projects are included in the proposal than the number stipulated in a requirement, DFATD will only consider the specified number in order of presentation.
- The terms **at least** or **minimum** represent the minimal expectations of a requirement. No points will be given if the minimal expectation is not demonstrated.

### DEFINITIONS

For the purpose of this RFP, the following definitions apply to the requirements:

- **Developing Country (ies):** includes any country (ies) and territories listed in the OECD DAC list of ODA Recipients. It is available on the following webpage:  
<http://www.oecd.org/dac/stats/documentupload/DAC%20List%20of%20ODA%20Recipients%202014%20final.pdf>
- **International Development Assistance Stakeholder(s):** includes the following types of organizations involved in International Development: Civil Society Organizations (CSO's); the private sector; multilateral organizations; the United Nations (UN); bilateral donors; research community; international financial institutions (IFIs); local governments; and national-level host-country governments.
- **International Development Project:** relates to a project whose mandate is to support the achievement of the sustainable development goals (SDGs) in Developing Countries, in order to reduce poverty and to contribute to a more secure, equitable and prosperous world.
- **Project Country:** Mozambique, Angola and Eswatini
- **Project Region:** includes the following countries: Botswana, Lesotho, Malawi, Namibia, South Africa, Tanzania, Zambia, Zimbabwe (and excludes the Project Countries).



**2. Mandatory Technical Criteria**

- a) The bid **MUST** meet the mandatory criteria specified below; and
- b) Bids, which fail to meet the mandatory criteria, will be declared non-responsive.

<b>Mandatory Technical Criteria</b>		
<b>No</b>	<b>Mandatory Technical Criteria</b>	<b>Reference to Proposal</b> <small>(Please indicate section and page number, if applicable)</small>
<b>MT1</b>	<p>The Bidder <b>MUST</b> propose one (1) Project Manager, one (1) Project Coordinator, one (1) Financial and Administrative Officer</p> <ol style="list-style-type: none"> <li>1. The Project Manager (Based in Maputo) <b>MUST</b> have a minimum of eight (8) years of experience as a Project Manager.</li> <li>2. The Project Coordinator (Based in Maputo) <b>MUST</b> have a minimum of five (5) years of experience as a Project Coordinator.</li> <li>3. The Financial and Administrative Officer (Based in Maputo) <b>MUST</b> have a minimum of five (5) years of experience as a Finance Officer.</li> </ol>	

**3. Rated Technical Criteria**

The Bidder **MUST** provide information in sufficient detail to demonstrate how they meet, or how the proposed resource(s) meet, the experience requirements. Bidders are advised that only listing experience without providing any supporting information to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP and Statement of Work, will not be considered "demonstrated" for the purposes of this evaluation.

<b>RATED TECHNICAL CRITERIA (RTC)</b>			
<b>Category 1 - PROPOSED RESOURCES</b>			
<b><u>PROJECT MANAGER</u></b>		<b>MAXIMUM SCORE</b>	<b>Reference to Proposal</b> <small>(indicate section and page number, if applicable)</small>
<b>RTC1</b>	<b>Education &amp; Training</b>		
<b>RTC1.1</b>	<p><b>Academic Qualifications</b></p> <p>The Bidder should submit a copy of the proposed Project Manager's highest level of education completed in a relevant discipline* from a recognized educational institution**.</p> <p>* For the purposes of this evaluation, "relevant discipline" is defined as a discipline related with political science, law, international development, economics, finance, administration, project management, social sciences, engineering, or applied sciences.</p>	<b>Maximum 10 points</b>	



**RATED TECHNICAL CRITERIA (RTC)  
Category 1 - PROPOSED RESOURCES**

	<p><b>A copy of the stated proof of education MUST be provided with the proposal.</b></p> <p>** Canada will only consider programs of study that the proposed resource has successfully completed at the time of bid closing. Subject to 5.2.3.2 Education and Experience – SACC Manual clause <a href="#">A3010T</a> (2010-08-16), the contractor is responsible for ensuring that a degree, designation or certification presented was issued by a recognized educational institution.</p> <ul style="list-style-type: none"> <li>• Post-graduate degree (i.e., higher than a bachelor’s degree): <b>10 points</b></li> <li>• Undergraduate degree (i.e., bachelor* or equivalent): <b>5 points</b></li> </ul>	/10	
RTC1.2	<p><b>Training Certificates</b></p> <p>The Bidder should submit the proposed Project Manager’s additional training certificates not part of the education evaluated in RTC 1.1 obtained from a recognized educational institution* or professional association* prior to the date of bid closing, in the following fields:</p> <ul style="list-style-type: none"> <li>• Project management.</li> <li>• Public administration.</li> <li>• Results-based management.</li> <li>• Human resource management.</li> <li>• Conflict management.</li> <li>• Financial management.</li> <li>• Innovative financing mechanism for international development.</li> <li>• Capacity building or coaching approach.</li> <li>• Gender equality or gender sensitivity training.</li> </ul> <p><b>The stated proof of the valid certification MUST be provided with the proposal.</b></p> <p><b>1 point per certificate obtained, 3 points maximum.</b></p>	<p><b>Maximum 3 points</b></p> <p>/3</p>	







<b>RATED TECHNICAL CRITERIA (RTC)            Category 1 - PROPOSED RESOURCES</b>			
	<p>bidder does not demonstrate that a project meets these terms, no points will be awarded under that project.</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>For each of the three submitted projects, the Bidder should demonstrate <b>the overall value of each project</b> managed by the proposed resource.</p> <ul style="list-style-type: none"> <li>• From \$500,000 CAN to less than \$3,000,000 CAN: <b>1 point</b> per project</li> <li>• From \$3,000,000 CAN to less than \$8,000,000 CAN: <b>4 points</b> per project</li> <li>• \$8,000,000 CAN and over: <b>6 points</b> per project</li> </ul> <p><b>Additional points:</b>            An additional <b>1 point</b> will be awarded if at least one of the three submitted projects was implemented in a developing country other than Mozambique.  <b>OR</b>            An additional <b>2 points</b> will be awarded if at least one of the three submitted projects was implemented in Mozambique.</p>	/2	
<b>RTC1.6</b>	<p><b>Project Manager Experience with International Development Assistance Stakeholders</b></p> <p>The Bidder should demonstrate and summarize, through a <b>maximum of three (3) ongoing or completed projects*</b>, the proposed Project Manager's experience in maintaining working relationships with a <b>variety of different types of international development assistance stakeholders.</b></p> <p><b>* we will accept ongoing projects as well, provided that the bidder demonstrates that any submitted and ongoing projects are more than 50% complete, in terms of timeframe and budget, at the time of bid submission.</b></p> <p><b>NOTE:</b> The projects must have been completed on or after January 1, 2005; and the proposed resource must have been the Project Manager of the project for a minimum of twelve (12) consecutive months. If the bidder does not demonstrate that a project meets these terms, no points will be awarded under that project.</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>Points will be awarded for clearly demonstrated experience across all 3 submitted projects as follows:</p>	<b>Maximum 8 points</b>	/6



<b>RATED TECHNICAL CRITERIA (RTC)</b> <b>Category 1 - PROPOSED RESOURCES</b>			
	<ul style="list-style-type: none"> <li>At least three (3) different types of organizations across all three submitted projects: <b>2 points</b>;</li> <li>At least four (4) different types of organizations across all three submitted projects: <b>4 points</b>;</li> <li>Five (5) or more different types of organizations across all three submitted projects: <b>6 points</b>;</li> </ul> <p><b>Additional Points:</b></p> <p>An additional <b>1 point</b> will be awarded if at least one of the three submitted projects was implemented in a developing country other than Mozambique.</p> <p><b>OR</b></p> <p>An additional <b>2 points</b> will be awarded if at least one of the three submitted projects was implemented in Mozambique.</p> <p>* "Maintaining working relationships" is defined as working collaboratively to participate in, consult on, create, or facilitate the delivery of development results.</p>		/2
<b>Sub-Total – PROJECT MANAGER</b>			<b>/79</b>

<b>RATED TECHNICAL CRITERIA (RTC)</b> <b>Category 1 – PROPOSED RESOURCES</b>			
<u><b>PROJECT COORDINATOR</b></u>		<b>MAXIMUM SCORE</b>	<b>Reference to Proposal</b> <small>(indicate section and page number, if applicable)</small>
<b>RTC2</b>	<b>Education &amp; Training</b>		
<b>RTC2.1</b>	<p><b>Academic Qualifications</b></p> <p>The Bidder should submit a copy of the proposed Project Coordinator’s highest level of education completed in a relevant discipline* from a recognized educational institution**.</p> <p>* For the purposes of this evaluation, “relevant discipline” is defined as a discipline related with political science, law, international development, economics, finance, business administration, project management, social sciences, engineering, or applied sciences.</p> <p><b>A copy of the stated proof of education MUST be provided with the proposal.</b></p> <p>** Canada will only consider programs of study that the proposed resource has successfully completed at the time of bid closing. Subject to 5.2.3.2 Education and Experience – SACC Manual clause <a href="#">A3010T</a> (2010-08-16), the contractor is responsible of ensuring that a degree, designation or certification presented was issued by a recognized educational institution</p>	<b>Maximum 10 points</b>	
		/10	





RATED TECHNICAL CRITERIA (RTC) Category 1 – PROPOSED RESOURCES			
	<ul style="list-style-type: none"> <li>Post-graduate degree (i.e., higher than a bachelor's degree): <b>10 points</b></li> <li>Undergraduate degree (i.e., bachelor* or equivalent): <b>5 points</b></li> </ul>		
RTC2.2	<p><b>Training Certificates</b></p> <p>The Bidder should submit the proposed Project Coordinator's additional training certificates not part of the education evaluated in RTC 2.1 obtained by from a recognized educational institution* or professional association* prior to the date of bid closing, in the following fields:</p> <ul style="list-style-type: none"> <li>Project management;</li> <li>Public administration;</li> <li>Results-based management;</li> <li>Human resource management;</li> <li>Conflict management;</li> <li>Financial management;</li> <li>Capacity building or coaching approach;</li> <li>Gender equality or gender sensitivity training.</li> </ul> <p><b>The stated proof of the valid certification MUST be provided with the proposal.</b></p> <p><b>1 point per certificate obtained, 3 points maximum.</b></p>	<p><b>Maximum 3 points</b></p> <p>/3</p>	
RTC2.3	<p><b>Demonstrated Project Coordination Experience</b></p> <p>The Bidder should demonstrate and summarize, through <b>a maximum of two (2) ongoing or completed projects*</b>, the proposed Project Coordinator's experience in performing the activities listed below. * we will accept ongoing projects as well, provided that the bidder demonstrates that any submitted and ongoing projects are more than 50% complete, in terms of timeframe and budget, at the time of bid submission.</p> <p>NOTE: The projects must have been completed on or after January 1, 2005; and the proposed resource must have been the Project Coordinator of the project for a minimum of twelve (12) consecutive months. If the bidder does not demonstrate that a project meets these terms, no points will be awarded for experience under that project.</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>2 points will be awarded per activity if it is clearly demonstrated, with at least one example per project, that the proposed Project Coordinator</b></p>	<p><b>Maximum 18 points</b></p> <p>/16</p>	



**RATED TECHNICAL CRITERIA (RTC)  
Category 1 – PROPOSED RESOURCES**

<p>successfully performed the activity <u>in any one of the two submitted projects.</u></p> <p>Activities:</p> <ol style="list-style-type: none"> <li>1. Coordinating project activities with multiple stakeholders;</li> <li>2. Coordinating and arranging travel and accommodation;</li> <li>3. Coordinating and arranging meetings and conferences;</li> <li>4. Assisting the preparation of project planning documents and project reports;</li> <li>5. Communicating with government authorities or representatives;</li> <li>6. Ensuring proper maintenance of records and files;</li> <li>7. Providing advice on local government documentation requirements;</li> <li>8. Preparing activity updates as required.</li> </ol> <p><b>Additional points:</b> An additional <b>1 point</b> will be awarded if at least one of the two submitted projects was implemented in a developing country other than Mozambique.</p> <p><b>OR</b> An additional <b>2 points</b> will be awarded if at least one of the two submitted projects was implemented in Mozambique.</p>	/2	
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**RATED TECHNICAL CRITERIA (RTC)  
Category 1 – PROPOSED RESOURCES**

<p><b>RTC2.4</b></p>	<p><b>Project Coordinator's Experience - Time</b></p> <p>The Bidder should demonstrate and summarize, through a <b>maximum of two (2) ongoing or completed projects*</b>, the proposed resource's previous experience in terms of time spent working as a Project Coordinator.</p> <p><b>* we will accept ongoing projects as well, provided that the bidder demonstrates that any submitted and ongoing projects are more than 50% complete, in terms of timeframe and budget, at the time of bid submission.</b></p> <p><b>NOTE:</b> The projects must have been completed on or after January 1, 2005. For each of the two submitted projects, the Bidder should demonstrate <b>the timeframe</b> over which the proposed resource was the Project Coordinator for the project. 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. *Months where projects overlap will be counted only once.</p> <p>Points will be awarded based on the demonstrated timeframe over which the proposed resource coordinated the project, as follows:</p> <ul style="list-style-type: none"> <li>• From 12 months to less than 36 months: <b>2 points</b> per project;</li> <li>• From 36 months to less than 60 months: <b>4 points</b> per project;</li> <li>• 60 months or longer: <b>6 points</b> per project.</li> </ul> <p><b>Additional points:</b> An additional <b>1 point</b> will be awarded if at least one of the two submitted projects was implemented in a developing country other than Mozambique. <b>OR</b> An additional <b>2 points</b> will be awarded if at least one of the two submitted projects was implemented in Mozambique.</p>	<p><b>Maximum 14 points</b></p> <p>/12</p> <p>/2</p>	
<p><b>RTC2.5</b></p>	<p><b>Project Coordinator's Experience – Value</b></p> <p>The Bidder should demonstrate and summarize, through a <b>maximum of two (2) ongoing or completed projects*</b>, the proposed Project Coordinator's experience in terms of the budgetary size of projects managed by the resource in the past.</p> <p><b>* we will accept ongoing projects as well, provided that the bidder demonstrates that any submitted and ongoing projects are more than 50% complete, in terms of timeframe and budget, at the time of bid submission.</b></p> <p><b>NOTE:</b> The projects must have been completed on or after January 1, 2005; and the proposed resource must have been the Project Coordinator of the project for a minimum of twelve (12) consecutive</p>	<p><b>Maximum 14 points</b></p>	





<b>RATED TECHNICAL CRITERIA (RTC) Category 1 – PROPOSED RESOURCES</b>			
	<ul style="list-style-type: none"> <li>At least three (3) different types of organizations across both submitted projects: <b>2 points</b>;</li> <li>At least four (4) different types of organizations across both submitted projects: <b>4 points</b>;</li> <li>Five (5) or more different types of organizations across both submitted projects: <b>6 points</b>.</li> </ul> <p><b>Additional Points:</b></p> <p>An additional <b>1 point</b> will be awarded if at least one of the two submitted projects was implemented in a developing country other than Mozambique.</p> <p><b>OR</b></p> <p>An additional <b>2 points</b> will be awarded if at least one of the two submitted projects was implemented in Mozambique.</p>	/2	
<b>Sub-Total - PROJECT COORDINATOR</b>		<b>/67</b>	

<b>RATED TECHNICAL CRITERIA (RTC) Category 1 - PROPOSED RESOURCES</b>			
<b><u>FINANCIAL AND ADMINISTRATIVE OFFICER</u></b>		<b>MAXIMUM SCORE</b>	<b>Reference to Proposal</b> <small>(indicate section and page number, if applicable)</small>
<b>RTC3</b>	<b>Education &amp; Training</b>		
<b>RTC3.1</b>	<b>Academic Qualifications</b>	<b>Maximum 6 points</b>	
	<p>The Bidder should submit a copy of the proposed Financial and Administrative Officer's highest level of education completed in a relevant discipline* from a recognized educational institution**.</p> <p>* For the purposes of this evaluation, "relevant discipline" is defined as a discipline related with business, finance, accounting, or management.</p> <p><b>A copy of the stated proof of education MUST be provided with the proposal.</b></p> <p>** Canada will only consider programs of study that the proposed resource has successfully completed at the time of bid closing. Subject to 5.2.3.2 Education and Experience – SACC Manual clause <a href="#">A3010T</a> (2010-08-16), the contractor is responsible of ensuring that a degree, designation or certification presented was issued by a recognized educational institution.</p> <ul style="list-style-type: none"> <li>Undergraduate degree (i.e., bachelor* or equivalent): <b>6 points</b></li> <li>College diploma: <b>3 points</b></li> </ul>	/6	



**RATED TECHNICAL CRITERIA (RTC)  
Category 1 - PROPOSED RESOURCES**

RTC3.2	<p><b>Training Certificates</b></p> <p>The Bidder should submit the proposed Financial and Administrative Officer's additional training certificates not part of the education evaluated in RTC 3.1 obtained by from a recognized educational institution* or professional association* prior to the date of bid closing, in the following fields:</p> <ul style="list-style-type: none"> <li>• Accounting Management (such as Certified Public Accountant (CPA), Certified General Accountant (CGA), Chartered Financial Analyst (CFA))</li> <li>• Financial Management</li> <li>• Business Management</li> <li>• Capacity building or coaching approach;</li> <li>• Gender equality or gender sensitivity training.</li> </ul> <p><b>The stated proof of the valid designation or certification MUST be provided with the proposal.</b></p> <p><b>1 point per certificate obtained, 3 points maximum</b></p>	<p><b>Maximum 3 points</b></p> <p style="margin-top: 100px;">/3</p>	
RTC3.3	<p><b>Demonstrated Financial Administration Experience</b></p> <p>The Bidder should demonstrate and summarize, through a <b>maximum of two (2) ongoing or completed projects* or employment experiences</b>, the proposed resource's experience in performing the activities listed below.</p> <p style="background-color: yellow;"><b>* we will accept ongoing projects as well, provided that the bidder demonstrates that any submitted and ongoing projects are more than 50% complete, in terms of timeframe and budget, at the time of bid submission.</b></p> <p>NOTE: The projects or employment experiences must have been completed on or after January 1, 2005; and the proposed resource must have been the Financial and Administrative Officer of the project/employment experience for a minimum of twelve (12) consecutive months. If the bidder does not demonstrate that a project/employment experience meets these terms, no points will be awarded for experience under that project/employment experience.</p> <p>The projects or employment experiences 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/employment experience.</p> <p><b>2 points will</b> be awarded per activity if it is clearly demonstrated, with at least one example per project/employment experience, that the proposed Financial and Administrative Officer successfully performed</p>	<p><b>Maximum 16 points</b></p> <p style="margin-top: 100px;">/16</p>	



**RATED TECHNICAL CRITERIA (RTC)  
Category 1 - PROPOSED RESOURCES**

	<p>the activity <u>in any one of the two submitted projects/employment experiences.</u></p> <ol style="list-style-type: none"> <li>1. Ensuring that finances are forecasted in an accurate and timely manner;</li> <li>2. Maintaining accounts payable and accounts receivable;</li> <li>3. Administering payments to suppliers, Contractors and Technical Specialists;</li> <li>4. Managing expenditures and supporting documentation for eligible reimbursable expenses;</li> <li>5. Monitoring expenses, in accordance with an approved budget;</li> <li>6. Preparing and reviewing financial reports;</li> <li>7. Developing and managing reporting and invoicing;</li> <li>8. Providing financial advice related to local laws and regulations, financial institutions and the estimated expenses for products or services in the recipient country.</li> </ol>		
<p><b>RTC3.4</b></p>	<p><b>Financial and Administrative Officer’s Experience - Time</b></p> <p>The Bidder should demonstrate and summarize, through a <b>maximum of two (2) ongoing or completed projects* or employment experiences</b>, the proposed resource’s previous experience in terms of time spent working as a Finance and Administrative Officer.  <b>* we will accept ongoing projects as well, provided that the bidder demonstrates that any submitted and ongoing projects are more than 50% complete, in terms of timeframe and budget, at the time of bid submission.</b></p> <p><b>NOTE:</b> The projects or employment experiences must have been completed on or after January 1, 2005. For each of the two submitted projects or employment experiences, the Bidder should demonstrate <b>the timeframe</b> over which the proposed resource was the Financial and Administrative Officer. The projects/employment experiences 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. *Months where projects/employment experiences overlap will be counted only once.</p> <p>Points will be awarded based on the demonstrated timeframe over which the proposed resource was the Financial and Administrative Officer for the project/employment experience, as follows:</p> <ul style="list-style-type: none"> <li>• From 12 months to less than 36 months: <b>3 points</b> per project / employment experience;</li> <li>• 36 months or longer: <b>4 points</b> per project/employment experience;</li> </ul>	<p><b>Maximum 8 points</b></p> <p>/8</p>	
<p><b>RTC3.5</b></p>	<p><b>Financial and Administrative Officer’s Experience – Value</b></p> <p>The Bidder should demonstrate and summarize, through a <b>maximum of two (2) ongoing or completed projects* or employment experiences</b>, the proposed Financial and Administrative Officer’s</p>	<p><b>Maximum 12 points</b></p>	





**RATED TECHNICAL CRITERIA (RTC)  
Category 1 - PROPOSED RESOURCES**

	<p>experience in terms of the budget sizes managed by the resource in the past.</p> <p><b>* we will accept ongoing projects as well, provided that the bidder demonstrates that any submitted and ongoing projects are more than 50% complete, in terms of timeframe and budget, at the time of bid submission.</b></p> <p>NOTE: For the project or employment experience to count as valid, The project/employment experience must have occurred on or after January 1, 2005; and the proposed resource must have worked for a minimum of twelve (12) consecutive months as the Financial and Administrative Officer. If the bidder does not demonstrate that a project or employment experience meets these terms, no points will be awarded under that project / employment experience.</p> <p>For each of the two submitted projects/experience, the Bidder should demonstrate <b>the overall value of each.</b></p> <p>Points will be awarded based on the clearly demonstrated overall budget value, as follows:</p> <ul style="list-style-type: none"> <li>• From \$500,000 CAN to less than \$2,000,000 CAN: <b>1 point</b> per project/employment experience;</li> <li>• From \$2,000,000 CAN to less than \$6,000,000 CAN: <b>4 points</b> per project/employment experience;</li> <li>• \$6,000,000 CAN and over: <b>6 points</b> per project/employment experience.</li> </ul>	/12	
	<b>Sub-Total – FINANCIAL AND ADMINISTRATIVE OFFICER</b>	<b>/45</b>	



	<b>RATED TECHNICAL CRITERIA CATEGORY 2 - BIDDER</b>	<b>SCORE</b>	<b>Reference to Proposal (Please indicate section and page number, if applicable)</b>
	<b>EXPERIENCE OF THE BIDDER</b>		
<b>RTC4</b>	<p><b>Bidder Experience Providing Similar Services</b></p> <p>The Bidder should provide evidence of three (3) different projects, that demonstrate the Bidders' experience with a project similar to the FSSP, in which the Bidder:</p> <ul style="list-style-type: none"> <li>• Was the overall manager, administrator and coordinator, bringing together the various resources required to execute a project; and</li> <li>• Delivered administrative and logistical services; and</li> <li>• Contracted and managed technical services and technical expertise.</li> </ul> <p>Project descriptions can be up to a maximum of two (2) pages per project, for a total of six (6) pages. To be eligible, any project describing the Bidder's experience should:</p> <ol style="list-style-type: none"> <li>a) in the case of a completed project, should have been completed on or after January 1st, 2005; OR, in the case of a current ongoing project, be at least 70% completed in terms of total value regardless of when it started, but only the experience acquired on or after January 1st, 2005 will be considered for evaluation; AND</li> <li>b) be at least one (1) year in duration; AND</li> <li><b>c) have a project value of at least \$1,000,000CAD; AND</b></li> <li>d) be carried-out in a Developing Country.</li> </ol> <p>If the Bidder does not demonstrate that the project satisfies elements a) to d) above, no points will be allocated in relation to that project.</p>		



	<b>RATED TECHNICAL CRITERIA CATEGORY 2 - BIDDER</b>	<b>SCORE</b>	<b>Reference to Proposal (Please indicate section and page number, if applicable)</b>
<b>RTC 4.1</b>	<p><b>Bidder Experience</b></p> <p>Using the 3 projects submitted, the Bidder should demonstrate its experience performing the following tasks.</p> <p>Five (5) points will be awarded per task if the task is demonstrated in at least two of the three submitted projects and is clearly described by including at least one example per project.</p> <ol style="list-style-type: none"><li>1. Implementing a service contract;</li><li>2. Tracking and reporting on progress using results-based management;</li><li>3. Remaining informed of, and complying with, locally applicable laws and regulations;</li><li>4. Ensuring cost effectiveness via rational and strategic deployment of resources;</li><li>5. Communication with multiple stakeholders;</li><li>6. Controlling the quality of products, services and deliverables in order to meet pre-defined specifications;</li><li>7. Managing project risks.</li></ol> <p><b>Additional Points:</b></p> <p>An additional <b>2 points</b> will be awarded if at least one of the three submitted projects was implemented in Mozambique.</p>	<p><b>Maximum 37 points</b></p> <p>/35</p> <p>/2</p>	



	<b>RATED TECHNICAL CRITERIA CATEGORY 2 - BIDDER</b>	<b>SCORE</b>	<b>Reference to Proposal (Please indicate section and page number, if applicable)</b>
<b>RTC 4.2</b>	<p><b>Bidder Experience Managing Project Value</b></p> <p>Using the three (3) projects submitted, the Bidder should demonstrate its experience managing projects with the following total budget sizes:</p> <p><b>Total Project Value:</b></p> <ul style="list-style-type: none"> <li>From \$500,000 CAD to less than \$5 million CAD: 2 points per project</li> <li>From \$5 million CAD to less than \$10 million CAD: 4 points per project</li> <li>\$10 million CAD or more: 8 points per project</li> </ul> <p>Only budgets expressed in Canadian dollars (\$CAD) will be considered for evaluation.</p> <p><b>Additional Points:</b></p> <p>An additional <b>2 points</b> will be awarded if at least one of the three submitted projects was implemented in Mozambique.</p>	<p><b>Maximum 26 points</b></p> <p>/24</p> <p>/2</p>	
<b>RTC 4.3</b>	<p><b>Bidder Experience with Diverse Stakeholders</b></p> <p>Using the 3 projects submitted, the Bidder should demonstrate its experience working with a diversity of international development stakeholders.</p> <p>Points will be awarded <b>*per project*</b> as follows:</p> <ul style="list-style-type: none"> <li>3 different types of organizations: <b>2 points</b></li> <li>4 different types of organizations: <b>4 points</b></li> <li>5 different types of organizations or more: <b>6 points</b></li> </ul> <p><b>Additional Points:</b></p> <p>An additional <b>2 points</b> will be awarded if at least one of the three submitted projects was implemented in Mozambique.</p>	<p><b>Maximum 20 points</b></p> <p>/18</p> <p>/2</p>	
	<b>SUB-TOTAL BIDDER EXPERIENCE</b>	<b>/83</b>	
	<b>SUB-TOTAL PROJECT MANAGER</b>	<b>/79</b>	
	<b>SUB-TOTAL PROJECT COORDINATOR OFFICER</b>	<b>/67</b>	



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	<b>RATED TECHNICAL CRITERIA CATEGORY 2 - BIDDER</b>	<b>SCORE</b>	<b>Reference to Proposal (Please indicate section and page number, if applicable)</b>
	<b>SUB-TOTAL FINANCE AND ADMINISTRATION OFFICER</b>	<b>/45</b>	
	<b>TOTAL – TECHNICAL COMPONENT – 274 PASSING MARK - TECHNICAL COMPONENT (60%) – 164 points minimum required</b>		



## ANNEX E – LETTER OF AGREEMENT FOR TRAVEL TEMPLATE

**Original/Amended**

### 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>2</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>2</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.





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

\_\_\_\_\_  
Date

I Agree,

\_\_\_\_\_  
Signature of Traveller

\_\_\_\_\_  
Date



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:** \_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

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

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

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

\_\_\_\_\_  
Date