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**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 la Reine 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**

**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) – Kenya, Somalia & South Africa		<b>Date</b> April 19, 2023
<b>Solicitation No. / N° de l'invitation</b> 2023-7442326 – P-011023 / B		
<b>Client Reference No. / No. de référence du client(e)</b> 2023-7442326 – P-011023 / B		
<b>Solicitation Closes / L'invitation prend fin</b> <b>At / à :</b> 14H00 EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est) <b>On / le :</b> May 30, 2023		
<b>F.O.B. / F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Destination of Goods and Services / Destinations des biens et services</b> Department of Foreign Affairs, Trade and Development (DFATD)/ Ministère des Affaires étrangères, commerce et développement (MAECD)		
<b>Address Inquiries to : / Adresser toute demande de renseignements à :</b> Senior Contracting Management Services Officer Development Contracting and Management Services (SPBC) <b>Email / Courriel:</b> <a href="mailto:Henri.Thibault@international.gc.ca">Henri.Thibault@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>	



**Title: Field Support Services Project (FSSP)  
Kenya, Somalia & South Africa**

**A. QUESTIONS AND ANSWERS**

<b>Question 1</b>	ANNEX “B” - BASIS of PAYMENT, row <b>A.+B.+C.+D. SUB-TOTAL CAN \$</b> in Tables 4, 5 and 6 contain a total amount of \$1,292,000. Should this sub-total not be completed by the bidder?
<b>Answer 1</b>	Correct (See <b>AMENDMENT 1</b> below)

**B. AMENDMENTS TO THE REQUEST FOR PROPOSAL**

**AMENDMENT 1:** Amends “ANNEX “B” – BASIS of PAYMENT”

**DELETE ANNEX “B” – BASIS of PAYMENT** in its entirety and **REPLACE** with the following:

**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.

**Available Funding**

Maximum available funding for the resulting Contract, is inclusive of the estimated travel amount identified in the resulting Contract clause 6.7.1 Limitation of Expenditures for Authorized Travel and Living Expenses and excluding Applicable Taxes.	<b>\$ 9,690,000 CAN</b>
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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.

Proposals valued in excess of this amount will be considered non-responsive. This disclosure does not commit DFATD to pay the maximum funding available.

**Definition of a Day/Proration**

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



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

- i. All proposed 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.

**INITIAL CONTRACT PERIOD – YEAR 1 and YEAR 2**

**TABLE 1**

<b>INITIAL CONTRACT PERIOD - YEAR 1</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 CAN \$</b>
FSSP Manager			220	\$
FSSP Coordinator			220	\$
FSSP Financial & Administrative Officer			220	\$
<b>YEAR 1 - PROFESSIONAL SERVICES - SUB-TOTAL CAN \$</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 CAN \$</b>
FSSP Manager			220	\$
FSSP Coordinator			220	\$
FSSP Financial & Administrative Officer			220	\$
<b>YEAR 2 - PROFESSIONAL SERVICES - SUB-TOTAL CAN \$</b>				<b>\$</b>



**TABLE 3**

<b>INITIAL CONTRACT PERIOD - YEAR 1 &amp; YEAR 2</b>	
<b>B. TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S)</b>	<b>LIMITATION OF EXPENDITURES CAN \$</b>
Technical Specialists / Sub-contractors Per diems	<b>\$ 1,820,000</b>
<b>C. LOCAL DEVELOPMENT INITIATIVES (LDIs) - REIMBURSABLE COSTS</b>	<b>LIMITATION OF EXPENDITURES CAN \$</b>
Actual eligible and reasonable disbursements incurred by the Contractor for the support of LDI activities as defined in the Statement of Work. Eligible expenses are those listed under the Guidance on Eligible Costs for Development Initiatives found at: <a href="http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng">http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng</a> , and are applicable to the recipient organization's activities with the exclusion of the "Allowance for Indirect/Overhead Costs" (items 1.7 and 1.8 of the guidance) which is not an eligible cost.	<b>\$330,000</b>
<b>D. TRAVEL AND LIVING EXPENSES</b>	<b>LIMITATION OF EXPENDITURES CAN \$</b>
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.  <b><u>All travel must have the prior authorization of the Technical Authority.</u></b>	<b>\$ 74,000</b>
<b>YEAR 1 &amp; YEAR 2 – B.+ C.+ D. - SUB-TOTAL CAN \$</b>	<b>\$2,224,000</b>

<b>TOTAL - INITIAL CONTRACT PERIOD – YEAR 1 and YEAR 2</b>	
<b>A. SUB-TOTAL - PROFESSIONAL SERVICES CATEGORIES</b>	<b>\$</b>
<b>B. SUB-TOTAL - TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S)</b>	<b>\$ 1,820,000</b>
<b>C. SUB-TOTAL - LOCAL DEVELOPMENT INITIATIVE - Reimbursable Expenses</b>	<b>\$330,000</b>
<b>D. SUB-TOTAL - TRAVEL AND LIVING EXPENSES</b>	<b>\$ 74,000</b>
<b>YEAR 1 and YEAR 2 - A.+B.+C.+D. SUB-TOTAL CAN \$</b>	<b>\$</b>



**OPTIONAL PERIODS - YEAR 3, YEAR 4 and YEAR 5**

**TABLE 4**

<b>1<sup>st</sup> OPTIONAL 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 CAN \$</b>
FSSP Manager			220	\$
FSSP Coordinator			220	\$
FSSP Financial & Administrative Officer			220	\$
<b>PROFESSIONAL SERVICES - SUB-TOTAL CAN \$</b>				<b>\$</b>
<b>B. TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S)</b>				<b>LIMITATION OF EXPENDITURES CAN \$</b>
Technical Specialists / Sub-contractors Per diems				\$ 1,060,000
<b>C. LOCAL DEVELOPMENT INITIATIVES (LDIs) - REIMBURSABLE COSTS</b>				<b>LIMITATION OF EXPENDITURES CAN \$</b>
Actual eligible and reasonable disbursements incurred by the Contractor for the support of LDI activities as defined in the Statement of Work. Eligible expenses are those listed under the Guidance on Eligible Costs for Development Initiatives found at: <a href="http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng">http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng</a> , and are applicable to the recipient organization's activities with the exclusion of the "Allowance for Indirect/Overhead Costs" (items 1.7 and 1.8 of the guidance) which is not an eligible cost.				\$190,000
<b>D. TRAVEL AND LIVING EXPENSES</b>				<b>LIMITATION OF EXPENDITURES CAN \$</b>
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. <b><u>All travel must have the prior authorization of the Technical Authority.</u></b>				\$ 42,000
<b>YEAR 3 - A.+B.+C.+D. SUB-TOTAL CAN \$</b>				<b>\$</b>



**TABLE 5**

<b>2<sup>nd</sup> OPTIONAL 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 CAN \$</b>
FSSP Manager			220	\$
FSSP Coordinator			220	\$
FSSP Financial & Administrative Officer			220	\$
<b>PROFESSIONAL SERVICES - SUB-TOTAL CAN \$</b>				<b>\$</b>
<b>B. TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S)</b>				<b>LIMITATION OF EXPENDITURES CAN \$</b>
Technical Specialists / Sub-contractors Per diems				\$ 1,060,000
<b>C. LOCAL DEVELOPMENT INITIATIVES (LDIs) - REIMBURSABLE COSTS</b>				<b>LIMITATION OF EXPENDITURES CAN \$</b>
Actual eligible and reasonable disbursements incurred by the Contractor for the support of LDI activities as defined in the Statement of Work. Eligible expenses are those listed under the Guidance on Eligible Costs for Development Initiatives found at: <a href="http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng">http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng</a> , and are applicable to the recipient organization's activities with the exclusion of the "Allowance for Indirect/Overhead Costs" (items 1.7 and 1.8 of the guidance) which is not an eligible cost.				\$190,000
<b>D. TRAVEL AND LIVING EXPENSES</b>				<b>LIMITATION OF EXPENDITURES CAN \$</b>
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. <b><u>All travel must have the prior authorization of the Technical Authority.</u></b>				\$ 42,000
<b>YEAR 4 - A.+B.+C.+D. SUB-TOTAL CAN \$</b>				<b>\$</b>



**TABLE 6**

3 <sup>rd</sup> OPTIONAL PERIOD - YEAR 5				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
FSSP Manager			220	\$
FSSP Coordinator			220	\$
FSSP Financial & Administrative Officer			220	\$
<b>PROFESSIONAL SERVICES - SUB-TOTAL CAN \$</b>				<b>\$</b>
<b>B. TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S)</b>				<b>LIMITATION OF EXPENDITURES CAN \$</b>
Technical Specialists / Sub-contractors Per diems				\$1,060,000
<b>C. LOCAL DEVELOPMENT INITIATIVES (LDIs) - REIMBURSABLE COSTS</b>				<b>LIMITATION OF EXPENDITURES CAN \$</b>
Actual eligible and reasonable disbursements incurred by the Contractor for the support of LDI activities as defined in the Statement of Work. Eligible expenses are those listed under the Guidance on Eligible Costs for Development Initiatives found at: <a href="http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng">http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng</a> , and are applicable to the recipient organization's activities with the exclusion of the "Allowance for Indirect/Overhead Costs" (items 1.7 and 1.8 of the guidance) which is not an eligible cost.				\$190,000
<b>D. TRAVEL AND LIVING EXPENSES</b>				<b>LIMITATION OF EXPENDITURES CAN \$</b>
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.  <b><u>All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.</u></b>				\$42,000
<b>YEAR 5 - A.+B.+C.+D. - SUB-TOTAL CAN \$</b>				<b>\$</b>



<b>TOTAL - OPTIONAL CONTRACT PERIODS – YEAR 3 + YEAR 4 + YEAR 5</b>	
<b>A. SUB-TOTAL - PROFESSIONAL SERVICES CATEGORIES</b>	<b>\$</b>
<b>B. SUB-TOTAL - TECHNICAL SPECIALIST(S) / SUB-CONTRACTOR(S)</b>	<b>\$ 3,180,000</b>
<b>C. SUB-TOTAL - LOCAL DEVELOPMENT INITIATIVES - Reimbursable Expenses</b>	<b>\$ 570,000</b>
<b>D. SUB-TOTAL - TRAVEL AND LIVING EXPENSES</b>	<b>\$ 126,000</b>
<b>YEAR 3, YEAR 4 and YEAR 5 - A.+B.+C.+D. SUB-TOTAL CAN \$</b>	<b>\$</b>

**Total cost, A. Professional Services Categories for Years 1, 2, 3, 4 and 5**  
= CAN \$ \_\_\_\_\_

**Total cost, B. Technical Specialists / Sub-contractors for Years 1, 2, 3, 4 and 5**  
= CAN \$ 5,000,000

**Total cost, C. Local Development Initiatives – Reimbursable Expenses for  
Years 1, 2, 3, 4 and 5**  
= CAN \$ 900,000

**Total cost, D. Travel and Living Expenses for Years 1, 2, 3, 4 and 5**  
= CAN \$ 200,000

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

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

**C. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**