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Request for Proposal (RFP)

PERFORMANCE OF THE WORK DESCRIBED IN THE STATEMENT OF THE DRAFT CONTRACT.

Title Cleaning Services for the Embassy of Canada to Qatar, in Doha	
Solicitation no. 23-223103	Date June 16, 2023
Proposal Delivery In order for the proposal to be valid, it must be received no later than 2:00 p.m. EDT (Eastern Daylight Time, Ottawa, Ontario, Canada), on July 17, 2023. This date is referred to herein as the "Closing date". Only electronic copies will be accepted and received at the following email address: internationalproposals@international.gc.ca Solicitation #: 23-223103	
Offer to: Department of Foreign Affairs, Trade and Development Canada 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 and services listed herein and on any attached sheets at the price(s) set out therefor. Name and title of person authorized to sign on behalf of the supplier.	
_____ Signature	_____ Date



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PART 1 - GENERAL INFORMATION

1.1 INTRODUCTION

The RFP is divided into 5 parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the Request for Proposal;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection; and
- Part 5 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

Attachment 1 to Part 3 includes the Certifications, Attachment 2 to part 3 includes the Financial Bid form and Attachment 1 to Part 4 includes the Evaluation criteria, Attachment 1 To Annex A includes Cleaning Frequencies.

The annexes include the Statement of Work (Annex A), the Basis of Payment (Annex B), and Security Requirements Check List (Annex C).

1.2 SUMMARY

- 1.2.1 The purpose of this RFP is to select a supplier to enter into a contract with the Department of Foreign Affairs, Trade and Development (DFATD) to provide cleaning services for the Embassy of Canada to Qatar, in Doha as described in the Statement of Work (Annex A).
- 1.2.2 The Work is to be performed from the contract award date tentatively set for August 1st, 2023, for a period of two (2) years. However, in the event of unusual circumstances, the contract could be awarded at a sooner or later date. There is also the potential of six (6) additional one (1) year irrevocable option periods under the same terms and conditions.
- 1.2.3 There are security requirements associated with this requirement. For additional information, consult Part 5 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.4 The requirement may be subject to the provisions of the:
 - Canadian Free Trade Agreement (CFTA)
 - Canada - Chile Free Trade Agreement
 - Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
 - Canada - Columbia Free Trade Agreement
 - Canada - European Union Comprehensive Economic and Trade Agreement (CETA)
 - Canada - Honduras Free Trade Agreement



- Canada - Korea Free Trade Agreement
- Canada - Panama Free Trade Agreement
- Canada - Peru Free Trade Agreement
- Canada - UK Trade Continuity Agreement (Canada-UK TCA)
- Canada - Ukraine Free Trade Agreement
- World Trade Organization - Agreement on Government Procurement (WTO-AGP)

1.3 CONTRACT DOCUMENT

The Draft Contract and the Statement of Work which the selected Bidder will be expected to execute are included with this Request for Proposal (RFP) at Part 5, and Annex A, respectively.

1.4 INTERPRETATION

In this document, unless the context otherwise requires:

"Applicable Tax" means any tax applicable in the jurisdiction of the Work;

"Bid" is an offer to provide services or supply goods as a result of a solicitation, it also means "Proposal", and the terms can be used interchangeably in this document;

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a proposal to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors;

"Canada", "Crown", "His Majesty", the "Minister" or the "Government" means His Majesty the King in right of Canada as represented by the Minister of Foreign Affairs and any other person duly authorized to act on behalf of that minister; and

"Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.



PART 2 - BIDDER INSTRUCTIONS

2.1 LANGUAGE OF BIDS

Bid documents and supporting information must be submitted in either English or French.

2.2 REFERENCE CLAUSES

2.2.1 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.

2.2.2 This procurement document contains references to specific standard instructions, general conditions and clauses found in the SACC Manual which will apply to this particular requirement. Reference clauses are those clauses and conditions that Bidders and suppliers must refer to in the government Standard Acquisition Clauses and Conditions (SACC) Manual: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> to obtain the full text. Clause references will include the clause ID number, its effective date and its title (e.g. ID B1204C (2011-05-16)).

In cases where the reference clause(s) has been modified or deleted to suit this procurement, such change(s) have been identified in this document.

NOTE: It is strongly recommended that Bidders visit the above site to better understand these clauses and conditions.

2.3 STANDARD INSTRUCTIONS

2.3.1 The [2003](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/26) (2022-03-29) Standard Instructions - *Goods or Services - Competitive Requirements* (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/26), are incorporated by reference into and form part of the bid solicitation.

2.3.2 Except in the case of "PWGSC's Integrity Database", where referred to, the words "Public Works and Government Services Canada" or "PWGSC" are to be substituted to read "**Foreign Affairs, Trade and Development Canada**" or "**DFATD**"; **all references to facsimile number of "819-997-9776" are deleted**; all references to "**Canada Post epost Connect service**" are deleted; and the words "Contracting Authority" are to be substituted to read "**Canada's Representative**".

2.3.3 Subsection 02 (2020-05-28) Procurement Business Number

This subsection is deleted in its entirety

2.3.4 Subsection 05 (2018-05-22) Submission of Bids, paragraph 4 is amended as follows:

Delete: sixty (60)

Insert: one hundred and twenty (120)

2.3.5 Subsection 06 (2022-03-29) Late Bids

This subsection is deleted in its entirety and is hereby replaced by the following:

Bids received after the stipulated bid closing date and time will be:

- returned to the Bidder in the case where hard copies were requested; or
- deleted / destroyed where soft copies were requested, unless they qualify under the provisions of the Delayed Bids clause stipulated in paragraph 2.3.6



2.3.6 Subsection 07 (2022-03-29) Delayed Bids

This subsection is deleted in its entirety and is hereby replaced by the following:

A bid received after the closing date and time, but before the contract award date may be considered, provided the delay can be proven by the Bidder to have been due solely to a delay in delivery that can be attributed to incorrect handling by Canada, after the bid has been received at the location stipulated on page one (1).

2.3.7 Subsection 08 (2022-03-29) Transmission by Facsimile or by Canada Post Corporation's (CPC) Connect service

This subsection is deleted in its entirety and does not form part of the RFP. Canada does not accept receipt of bid by means of a facsimile or by Canada Post Corporation's (CPC) Connect service.

2.4 SUBMISSION OF BIDS

2.4.1 Bids must be received by DFATD at the electronic address identified and by the date and time on page 1 of the Request for Proposal (RFP). Bids should NOT be sent directly to Canada's Representative. Canada will not be responsible for bids delivered to a different address. Bids sent directly to Canada's Representative may not be considered.

The e-mail address indicated on page one (1) of the RFP is for the purpose of bid submission and enquiries concerning that RFP. No other communications are to be forwarded to this address.

2.4.2 Attachments should be in a Portable Document Format (.pdf) software application or Microsoft Office version 2003 or greater.

Bidders should follow the specifications format instructions described below, during the preparation of their bid:

- minimum type face of 10 points;
- all material should be formatted to print on 8.5" x 11" or A4 paper;
- for clarity and comparative evaluation, the Bidder should respond using the same subject headings and numbering structure as in this RFP document.

More than one e-mail can be sent if necessary (if the same file is sent twice, the latest file received will be used for evaluation purposes and the previous one(s) will not be opened).

Canada will take no responsibility if a bid is not received on time because the e-mail was refused by a server for the following reasons:

- the size of attachments exceeds 10 MB;
- the e-mail was rejected or put in quarantine because it contains executable code (including macros);
- the e-mail was rejected or put in quarantine because it contains files that are not accepted by our server, such as, but not limited to, .rar, encrypted .zip, encrypted .pdf, .exe., etc.

Links to an online storage service (such as Google Drive™, Dropbox™, etc.) or to another website, a File Transfer Protocol (FTP) service access, or any other mean of transferring files, will not be accepted. All documents submitted must be attached to the e-mail.



It is strongly recommended that Bidders confirm with Canada's Representative that their complete bid was received. For this same reason, it is recommended that in cases where more than one (1) e-mail containing documents comprising the quote is submitted, the emails be numbered and the total number of emails sent in response to the RFP also be identified.

- 2.4.3** Canada requires that each bid, at closing date and time or upon request from Canada's Representative, be signed by the Bidder or by an authorized representative of the Bidder. If any required signature(s) are not submitted as requested, Canada's Representative may inform the Bidder of a time frame within which to provide the signature(s). Failure to comply with the request of Canada's Representative and to provide the signature(s) within the time frame provided may render the bid non-responsive. If a bid is submitted by a joint venture, it must be in accordance with section 17 Joint Venture, of [2003](#) (2022-03-29) *Standard Instructions - Goods or Services - Competitive Requirements*.
- 2.4.4** It is the Bidder's responsibility to:
- (a) obtain clarification of the requirements contained in the RFP, if necessary, before submitting a bid;
 - (b) prepare its bid in accordance with the instructions contained in the RFP;
 - (c) submit by closing date and time a complete bid;
 - (d) send its bid only to the address specified on page 1 of the RFP;
 - (e) ensure that the Bidder's name, and the RFP number are clearly visible on the attachment(s) containing the bid; and,
 - (f) provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RFP.
- 2.4.5** Proposals received on or before the stipulated RFP closing date and time will become the property of Canada. All proposals will be treated as confidential, subject to the provisions of the Access to Information Act (R.S. 1985, c. A-1) and the Privacy Act (R.S., 1985, c. P-21), and other applicable law.
- 2.4.6** Unless specified otherwise in the RFP, Canada will evaluate only the documentation provided with a Bidder's proposal. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the proposal.
- 2.4.7** A bid cannot be assigned or transferred in whole or in part.

2.5 BIDDER'S SITE VISIT – MANDATORY

It is mandatory that the Bidder or a representative of the Bidder attend the site visit. It will be held at **Tornado Tower, 30th Floor, West Bay, Doha, Qatar on June 25th, 2023 at 1 p.m., Arabia Standard Time (AST).**

Bidders should confirm their attendance with Canada's Representative and provide the names of the representatives who will attend by June 22, 2023.

Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit.

Bidders who do not attend or send a representative to the site visit will not be given an alternative appointment and their proposal will be rejected as non-compliant. Any clarifications or changes to the Bid solicitation resulting from the site visit will be included as an Addendum to this Bid solicitation.



Please note, any travel and other costs associated with attending a site visit form part of "Bid Costs" as per [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, and will not be reimbursed by Canada.

2.6 COMMUNICATIONS, ENQUIRIES, COMMUNICATIONS, SUGGESTED IMPROVEMENTS

- 2.6.1** All enquiries and suggested improvements must be submitted in writing only to Canada's Representative, identified on page 1 of the solicitation, no later than 5 business days before the bid closing date. Enquiries and suggestions received after that time may not be answered.
- 2.6.2** Bidders should reference as accurately as possible the numbered item of the RFP 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" at 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.
- 2.6.3** Should any Bidder consider that the specifications or Statement of Work contained in this RFP and Draft Contract can be improved technically or technologically, the Bidder is invited to make suggestions in writing. The Bidder must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favor a particular Bidder will be given consideration. Canada reserves the right to accept or reject any or all suggestions.

2.7 APPLICABLE LAWS

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

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.

2.8 ENTIRE REQUIREMENT

The RFP documents contain all the requirements relating to the RFP. Any other information or documentation provided to or obtained by a Bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in the RFP. Bidders should also not assume that their existing capabilities meet the requirements of the RFP simply because they have met previous requirements.

2.9 DEBRIEFINGS

Bidders may request a debriefing on the results of the RFP process, within 15 working days upon notification of the process results. The debriefing may be in writing, by telephone or in person.

2.10 CHALLENGES

The Canadian International Trade Tribunal (CITT) was established by the Government of Canada to provide a challenge mechanism for suppliers to raise complaints regarding the solicitation or evaluation of



bids, or in the awarding of contracts on a designated procurement, in accordance with applicable Trade Agreements. You may raise concerns regarding the solicitation, evaluation or the resulting award, with the DFATD representative in a first attempt to address the concern or if not satisfied, with the CITT by contacting them toll free by telephone at 855-307-2488, or by visiting their website at <http://www.citt.gc.ca/>.

2.11 NO PROMOTION OF BIDDERS INTEREST

Bidders will not make any public comment, respond to questions in a public forum or carry out any activities to publicly promote or advertise their interest in this project.

2.12 LEGAL CAPACITY

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by Canada's Representative, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Bidders submitting a proposal as a joint venture.

2.13 INCAPACITY TO CONTRACT WITH GOVERNMENT

By submitting a proposal, the Bidder certifies that neither the Bidder nor any of the Bidder's affiliates has ever been convicted of an offence under any of the following provisions. Canada may reject a proposal where the Bidder, including the Bidder's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:

- (a) paragraph 80(1)(d) (*False entry, certificate or return*), subsection 80(2) (*Fraud against His Majesty*) or section 154.01 (*Fraud against His Majesty*) of the [Financial Administration Act](#); or
- (b) section 121 (*Frauds on the government and Contractor subscribing to election fund*), section 124 (*Selling or Purchasing Office*), section 380 (*Fraud*) for fraud committed against His Majesty or section 418 (*Selling defective stores to His Majesty*) of the [Criminal Code](#); or
- (c) section 462.31 (*Laundering proceeds of crime*) or sections 467.11 to 467.13 (*Participation in activities of criminal organization*) of the [Criminal Code](#); or
- (d) section 45 (*Conspiracies, agreements or arrangements between competitors*), 46 (*Foreign directives*) 47 (*Bid rigging*), 49 (*Agreements or arrangements of federal financial institutions*), 52 (*False or misleading representation*), 53 (*Deceptive notice of winning a prize*) under the [Competition Act](#); or
- (e) section 239 (*False or deceptive statements*) of the [Income Tax Act](#); or
- (f) section 327 (*False or deceptive statements*) of the [Excise Tax Act](#); or
- (g) section 3 (*Bribing a foreign public official*) of the [Corruption of Foreign Public Officials Act](#); or
- (h) section 5 (*Trafficking in substance*), section 6 (*Importing and exporting*), or section 7 (*Production of substance*) of the [Controlled Drugs and Substance Act](#); or
- (i) any provision under any law other than Canadian law having a similar effect to the above-listed provisions.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 BID PREPARATION INSTRUCTIONS

Canada requests that Bidders provide their bid in separate PDF files or Microsoft office version 2003 as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

Please note: bids may be modified or resubmitted only **before** the solicitation closing date, and must be done in writing. This includes electronically transmitted responses. The latest bid received will supersede any previously received bids.

Section I: to be labeled "**Technical Bid**";

3.2 TECHNICAL BID INSTRUCTIONS

This section should not exceed 60 pages. Material exceeding the 60-page maximum may not be considered. Copies of required Certificates and Licences, and Title pages are not included in the 60-page limit.

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 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: to be labeled "**Financial Bid**";

3.3 FINANCIAL BID INSTRUCTIONS

Bidders must submit their Financial Bid in accordance with ATTACHMENT 2 TO PART 3 - FINANCIAL BID FORM. Prices must appear in Section II **only** and must not be indicated in any other section of the Bid. **Failure to comply may result in the Bid being declared non-compliant and rejected from further consideration. All the information required in the Financial Bid should appear in a separate document and should be identified as the Financial Bid. Financial Bids will only be opened after the evaluation of the Technical Bid is completed. Estimates provided in ATTACHMENT 2 TO PART 3 - FINANCIAL BID FORM are strictly for evaluation purposes and are not a guarantee under the contract.**

3.4 FIRM PRICE

3.4.1 Bidders must quote an all-inclusive Firm Price in **Qatari Riyal (QAR)** in the attached Financial Bid Form. The Firm Price must include, but not necessarily be limited to, all costs resulting from the performance of the Work as described in this RFP, all costs resulting from the performance of any



additional Work described in the Bidder's Bid (unless clearly described as an option), all travel, living costs and all overhead costs including disbursements.

3.4.2 All payments will be made according to the terms of payment set out in the Draft Contract.

3.5 FIRM HOURLY RATES

3.5.1 Bidders must quote Hourly Rates in **Qatari Riyal (QAR)** in the attached Financial Bid Form. The Hourly Rates must include, but not necessarily be limited to, all costs resulting from the performance of the Work as described in this RFP, and all costs resulting from the performance of any additional Work described in the Bidder's Bid (unless clearly described as an option).

3.5.2 The Contractor will not be reimbursed for travel and living expenses incurred in the performance of the Work.

3.5.3 All payments will be made according to the terms of payment set out in the Draft Contract.

Section III: to be labeled "Certifications":

3.6 CERTIFICATIONS

Bidders must submit the certifications required under ATTACHMENT 1 TO PART 3 – CERTIFICATIONS.



ATTACHMENT 1 TO PART 3 - CERTIFICATIONS

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. Canada will declare a bid non-compliant, 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.

Canada's Representative 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 Canada's Representative will render the bid non-compliant or constitute a default under the Contract.

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, Canada's Representative 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 specified will render the bid non-compliant.

Certification Number	Certification Text	Initial
C1.1	<p>INTEGRITY PROVISIONS - DECLARATION OF CONVICTED OFFENCES</p> <p>In accordance with the Integrity Provisions of the Standard Instructions, all Bidders must provide with their bid, if applicable, the Integrity declaration form available on the Forms for the Integrity Regime website (http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html), to be given further consideration in the procurement process.</p>	_____
C1.2	<p>INTEGRITY PROVISIONS - REQUIRED DOCUMENTATION</p> <p>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), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.</p>	_____
C2	<p>FORMER PUBLIC SERVANT</p> <p>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.</p> <p>For the purposes of this clause, "former public servant" is any former member of a department as defined in the 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:</p> <ul style="list-style-type: none"> a) an individual; b) an individual who has incorporated; c) a partnership made of former public servants; or 	<p>As per the definition provided, is the Bidder a FPS?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>As per the definition provided, is the Bidder a FPS in receipt of a pension?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>



	<p>d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.</p> <p>"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.</p> <p>"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.</p> <p>If the answer to any of the FPS questions is "yes", the successful Bidder must comply with the process, fill out and sign the required forms. If applicable, Bidders agree that the successful Bidder's status, with respect to being a FPS 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: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.</p>	<p>As per the definition provided, is the Bidder a FPS who received a lump sum payment?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>_____</p>
<p>C3</p>	<p>USE OF SUBCONTRACTOR(S)</p> <p>The Bidder must inform Canada if it chooses to use a subcontractor(s) to complete the Work or a portion of the Work.</p> <p>Canada reserves the right to approve or reject the use of subcontractors as per the Resulting Contract Clauses part of this RFP.</p>	<p>Does the Bidder intent to use one or more subcontractors?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>_____</p>
<p>C4</p>	<p>JOINT VENTURES</p> <p>The Bidder must inform Canada if it is a Joint Venture and provide the information required in order to comply with the Bidder Instructions part of this RFP.</p>	<p>Is the Bidder a Joint Venture?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>_____</p>
<p>C5</p>	<p>VALID LICENSE</p> <p>The Bidder certifies that it has and will maintain a valid (unexpired) license to operate as a cleaning services provider, registered with appropriate authorities in Qatar for the entire duration of the contract.</p>	<p>_____</p>



CERTIFICATION STATEMENT

By completing, signing and submitting this attachment, the Bidder certifies that the information submitted by the Bidder in response to Attachment 1 to Part 3 is accurate and complete.

Name of Authorized Individual

Signature of Authorized Individual

Date



ATTACHMENT 2 TO PART 3 - FINANCIAL BID FORM

Name of Bidder:	
Address:	
Contact person:	
Phone number:	
E-mail:	
Print name:	
Signature:	
Date: (yyyy-mm-dd)	

- B1.** The Contractor will be paid according to the firm monthly rates and the firm hourly rates indicated in their pricing schedule, in Qatari Riyal (QAR). The firm monthly rates and the firm hourly rates include all costs necessary to perform the work. Taxes are not included. Canada will be invoiced according to these rates.
- B2.** The total estimated usage of Cleaning Services is provided in good faith and does not represent a commitment on the part of Canada. Canada's actual usage may be higher or lower. Canada will be invoiced according to the actual usage.
- B3.** Travel and living expenses will not be paid for any part of the Contract, including transportation costs to and from the place of duty, or any relocation necessary to satisfy the conditions of the Contract.
- B4.** The rates will be enforced throughout the entire Contract, including the six irrevocable optional periods (if they are exercised) and will not be subject to future negotiation.
- B5.** All firm monthly rates and all firm hourly rates will be increased by the annual inflation rate (or CPI) as published by Trading Economics for Qatar (<https://tradingeconomics.com/qatar/inflation-cpi>) upon exercising each of the option periods. If the rate of inflation is negative, the rates will not be adjusted. Canada will use the most recent annual inflation rate data available within 90 days of the end date of the Contract.



1. Routine Cleaning Services

Firm Monthly Rates

PERIOD	Firm Monthly Rate (QAR) Taxes Excluded (A)	Number of Months (B)	Subtotal (QAR) Taxes Excluded (A) X (B)
Initial – Year 1		12	
Initial – Year 2		12	
Option Period 1 – Year 3	See B.5. above	12	See B.5. above
Option Period 2 – Year 4	See B.5. above	12	See B.5. above
Option Period 3 – Year 5	See B.5. above	12	See B.5. above
Option Period 4 – Year 6	See B.5. above	12	See B.5. above
Option Period 5 – Year 7	See B.5. above	12	See B.5. above
Option Period 6 – Year 8	See B.5. above	12	See B.5. above
Evaluated Price (QAR):			

2. As and When Requested Services

Firm Hourly Rates

PERIOD	Firm Hourly Rate (QAR) Taxes Excluded (A)	Estimated Number of Hours (B)	Subtotal (QAR) Taxes Excluded (A) X (B)
Initial – Year 1		1950	
Initial – Year 2		1950	
Option Period 1 – Year 3	See B.5. above	1950	See B.5. above
Option Period 2 – Year 4	See B.5. above	1950	See B.5. above
Option Period 3 – Year 5	See B.5. above	1950	See B.5. above
Option Period 4 – Year 6	See B.5. above	1950	See B.5. above
Option Period 5 – Year 7	See B.5. above	1950	See B.5. above
Option Period 6 – Year 8	See B.5. above	1950	See B.5. above
Evaluated Price (QAR):			



3. Pricing Summary

PERIOD	Subtotal (QAR) Taxes Excluded (Evaluated Prices of Table 1 + Table 2)
Initial – Year 1	
Initial – Year 2	
Option Period 1 – Year 3	
Option Period 2 – Year 4	
Option Period 3 – Year 5	
Option Period 4 – Year 6	
Option Period 5 – Year 7	
Option Period 6 – Year 8	
Subtotal(QAR):	



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 EVALUATION AND SELECTION

- 4.1.1** Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- 4.1.2** An evaluation team composed of representatives of Canada will evaluate the bids.

4.2 TECHNICAL EVALUATION

Mandatory and point-rated technical evaluation criteria are included in ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA

4.3 BASIS OF SELECTION - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



ATTACHMENT 1 TO PART 4 - TECHNICAL EVALUATION CRITERIA

1.0 Mandatory Technical Criteria

The proposal must meet the following mandatory technical criteria. The Bidder must provide the necessary documentation to demonstrate compliance with this requirement.

Proposals that do not meet the mandatory technical criteria will be considered non-responsive. Each mandatory technical criterion must be treated separately.

Mandatory Technical Criteria (M)		
#	Criterion	
M1	Company Registration	
	The Bidder must be a provider of commercial cleaning services, registered with appropriate authorities in Qatar.	
	COMPLIANCE	
	The Bidder must demonstrate this by providing the following:	Name of the document/Page # within the bid
	A valid, non-expired license (Commercial Registration) providing information about the registration number of the Company at the Commercial Register.	
M2	Criterion	
	Corporate Experience	
	The Bidder must demonstrate a minimum of three (3) years of experience in the provision of cleaning services to client facilities similar to the tasks listed in Annex A, Statement of Work and Attachment 1 to Annex A, Cleaning Frequencies.	
	Experience must have been acquired within the last six (6) years.	
	In order to demonstrate the Bidder's experience, the following information must be provided:	
	A list of past/present projects where the experience was gained, that are similar in scope, and must include the following information:	
	a) Client or Project name;	
	b) Brief description of the work; and	
	c) Duration of services: start and end dates of the work (i.e. month/year).	



Mandatory Technical Criteria (M)		
#	Criterion	
	<p>The Bidder must provide a reference for each project, and must include the following information:</p> <p>d) Name of reference; <u>and</u> e) E-mail address of reference; <u>or</u> f) Telephone number of reference.</p> <p>References may be contacted to verify the validity of the information provided by the Bidder.</p>	
<p>Using the following table, the Bidder should provide the information for each project. One project per table, should more than one table be required, it can be duplicated.</p>		
M2 - PROJECT #1		
Client/Project name		
Brief description of the work		
Duration of services	Start Date (MM/YY)	End Date (MM/YY)
	-- / --	-- / --
References of project	Name of reference	E-mail address of reference <u>or</u> Telephone number of reference



Mandatory Technical Criteria (M)		
#	Criterion	
M2 - PROJECT #2		
Client/Project name		
Brief description of the work		
Duration of services	Start Date (MM/YY)	End Date (MM/YY)
	_ _ / _ _	_ _ / _ _
References of project	Name of reference	E-mail address of reference <u>or</u> Telephone number of reference
M2 - PROJECT #3		
Client/Project name		
Brief description of the work		
Duration of services	Start Date (MM/YY)	End Date (MM/YY)
	_ _ / _ _	_ _ / _ _
References of project	Name of reference	E-mail address of reference <u>or</u> Telephone number of reference



PART 5 - RESULTING CONTRACT CLAUSES

5.1 DEFINITIONS

In the Contract, unless the context otherwise requires:

"Applicable Tax" means any tax applicable in the jurisdiction of the Work;

"Bid" is an offer to provide services or supply goods as a result of a solicitation, it also means "Proposal", and the terms can be used interchangeably in this document;

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a proposal to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors;

"Canada", "Crown", "His Majesty", the "Minister" or the "Government" means His Majesty the King in right of Canada as represented by the Minister of Foreign Affairs and any other person duly authorized to act on behalf of that minister;

"Canada's Representative" means the person designated to act as Canada's agent and representative for the purposes of this Contract;

"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;

"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;

"Days" means continuous calendar days, including weekends and statutory holidays;

"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;

"Signature" means either signed on paper, whether the original or an electronic copy of the signed paper is sent to the Contractor; and

"Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.



5.2 PRIORITY OF DOCUMENTS

The Parties agree to be bound by the following documents:

- (a) Articles of Agreement;
- (b) General Conditions [2035](#) (2022-05-12);
- (c) Statement of Work (Annex A);
- (d) Basis of Payment (Annex B);
- (e) Security Requirements Check List (Annex C);
- (f) Contractor's bid dated yyyy-mm-dd. (*Inserted at Contract award*)

In the event of discrepancies, inconsistencies or ambiguities of the wording of these documents, the document that appears first on the above list shall prevail.

5.3 AUTHORITIES AND COMMUNICATION

5.3.1 Canada's Representative

Canada's Representative for this Contract is: (*Inserted at Contract award*)

Name:
Title:
Department of Foreign Affairs, Trade and Development
Directorate:
Address:
Telephone:
E-mail address:

Canada's Representative is responsible for the management of the Contract, and any changes to the Contract must be authorized in writing by Canada's Representative. 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 Canada's Representative.

5.3.2 Project Authority

The Project Authority for this Contract is: (*Inserted at Contract award*)

Name:
Title:
Department of Foreign Affairs, Trade and Development
Directorate:
Address:
Telephone:
E-mail address:

The Project Authority is the representative of the department 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 Project Authority; however, the Project 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 Canada's Representative.



5.3.3 Communication and Notices

Any notice under the Contract must be in writing and may be delivered by hand, courier, mail, or e-mail. It must be sent to the Party for whom it is intended at the address stated in the Contract. Any notice will only be effective on the day it is received at that address. Any notice to Canada must be delivered to Canada's Representative.

5.3.4 Management of the Contract

Subject to the other provisions of this Article, Canada's Representative is responsible for the management of the Contract. Unless otherwise specified, no notice, instruction, authorization, refusal or other communication provided by Canada is valid under this Contract unless it is provided to the Contractor by Canada's Representative. Likewise, no notice, instruction, authorization, refusal or other communication to Canada made by the Contractor or on its behalf is valid unless it is made to Canada's Representative. 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 anyone other than Canada's Representative.

5.3.5 Contractor's Representative

The Contractor's Representative is: *(Inserted at Contract award)*

Name:

Title:

Company:

Address:

Telephone:

E-mail address:

The Contractor reserves the right to replace the above-designated Contractor's Representative by sending a notice in writing to Canada's Representative to that effect.

5.3.6 Amendment

To be effective, any amendment to the Contract must be done in writing and signed by Canada's Representative and the Contractor's Representative. Canada's right to exercise an Option Period is excluded from this signatures requirement.

5.3.7 Assignment

The Contractor must not assign the Contract without first obtaining Canada's written consent. Any assignment made without that consent is void and will have no effect. The assignment will be effective upon execution of an assignment agreement signed by the Parties and the assignee. Assignment of the Contract does not relieve the Contractor from any obligation under the Contract and it does not impose any liability upon Canada.

5.4 STANDARD CLAUSES AND CONDITIONS

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.



5.5 GENERAL CONDITIONS

[2035](#) (2022-05-12), *General Conditions - Higher Complexity - Services*, apply to and form part of the Contract.

5.6 ENTIRE AGREEMENT

The Contract constitutes the entire and only agreement between the Parties and supersedes all previous negotiations, communications and other agreements, whether written or oral, unless they are incorporated by reference in the Contract. There are no terms, covenants, representations, statements or conditions binding on the Parties other than those contained in the Contract.

5.7 APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Ontario, Canada.

5.8 NUMBER AND GENDER

In these Articles of Agreement, the singular includes the plural and vice versa, and words importing the masculine gender include the feminine gender and the neuter, and vice versa.

5.9 POWERS OF CANADA / STATE IMMUNITY

All rights, remedies, powers and discretions granted or acquired by Canada under the Contract or by law are cumulative, not exclusive. Notwithstanding anything in this Contract, Canada does not waive any right or immunity that it has or may have by virtue of international or domestic law.

5.10 TIME OF THE ESSENCE

Time is of the essence. The Contractor must provide in a timely manner all components of the Work.

5.11 EXCUSABLE DELAY

5.11.1 A delay in the performance by the Contractor of any obligation under the Contract that is caused by an event that:

- is beyond the reasonable control of the Contractor;
- could not reasonably have been foreseen;
- could not reasonably have been prevented by means reasonably available to the Contractor;
- occurred without the fault or neglect of the Contractor;

will be considered an "Excusable Delay" if the Contractor advises Canada's Representative of the occurrence of the delay or of the likelihood of the delay as soon as the Contractor becomes aware of it. The Contractor must also advise Canada's Representative, within fifteen (15) working days, of all the circumstances relating to the delay and provide to Canada's Representative for approval a clear work around plan explaining in detail the steps that the Contractor proposes to take in order to minimize the impact of the event causing the delay.

5.11.2 Any delivery date or other date that is directly affected by an Excusable Delay will be postponed for a reasonable time that will not exceed the duration of the Excusable Delay.

5.11.3 However, if an Excusable Delay has continued for 30 Days or more, Canada's Representative may, by giving notice in writing to the Contractor, terminate the Contract. In such a case, the



Parties agree that neither will make any claim against the other for damages, costs, expected profits or any other loss arising out of the termination or the event that contributed to the Excusable Delay. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

- 5.11.4** Unless Canada has caused the delay by failing to meet an obligation under the Contract, Canada will not be responsible for any costs incurred by the Contractor or any of its subcontractors or agents as a result of an Excusable Delay.

5.12 SEVERABILITY

If any provision of the Contract is declared by a court of competent jurisdiction to be invalid, illegal or unenforceable, that provision will be removed from the Contract without affecting any other provision of the Contract.

5.13 SUCCESSORS AND ASSIGNS

The Contract is to the benefit of and binds the successors and permitted assignees of Canada and of the Contractor.

5.14 SURVIVAL

All the Parties' obligations of confidentiality and representations set out in the Contract as well as the provisions, which by the nature of the rights or obligations might reasonably be expected to survive, will survive the expiry or termination of the Contract.

5.15 PERFORMANCE OF THE WORK

5.15.1 Description of Work

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

5.15.2 Period of the Contract

The period of the Contract is from _____ to _____ inclusive. *(inserted at contract award)*.

5.15.3 Option to Extend the Contract

The Contractor grants to Canada an irrevocable option to extend the term of the Contract by up to six (6) additional one (1) year option periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment at Annex B.

5.15.4 Exercise of Option to Extend

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) days before the expiry date of the Contract. The option may only be exercised by Canada's Representative, and will be evidenced for administrative purposes only, through a Contract amendment.



5.15.5 Independent Contractor

The Contractor is an independent Contractor engaged by Canada to perform the Work. Nothing in the Contract is intended to create a partnership, a joint venture or an agency between Canada and the other Party or Parties. The Contractor must not represent itself as an agent or representative of Canada to anyone. Neither the Contractor nor any of its personnel is engaged as an employee or agent of Canada. The Contractor is responsible for all deductions and remittances required by law in relation to its employees.

5.15.6 Conduct

The Contractor must:

- (a) perform the Work diligently and efficiently;
- (b) perform the Work with honesty and integrity;
- (c) except for Government Property, supply everything necessary to perform the Work;
- (d) select and employ a sufficient number of qualified persons;
- (e) perform the Work in accordance with standards of quality acceptable to Canada and in full conformity with the specifications and all the requirements of the Contract; and,
- (f) provide effective and efficient supervision to ensure that the quality of workmanship meets the requirements of the Contract.

5.15.7 Assigned Individuals

If specific individuals are identified in Annex A to perform the Work:

- (a) the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control;
- (b) the Contractor must obtain Canada's written approval, through Canada's Representative, before replacing, removing or adding an individual to the approved team, and, more specifically, before any services are rendered by such individual; and
- (c) the Contractor must not, in any event, allow performance of the Work by unauthorized replacement individuals.

5.15.8 Resources

Canada reserves the right to conduct periodic background checks on personnel employed or subcontracted by the Contractor.

Canada reserves the right, in its sole discretion, to decide that personnel employed or subcontracted by the contractor are unsuitable. In such circumstances, the Contractor shall ensure that personnel are removed from property and replaced with personnel suitable to Canada.

5.15.9 Replacements

Canada may order that a replacement individual stops performing the Work. In this case, the Contractor must immediately comply with the order and secure a further replacement in accordance with section *Assigned Individuals*. The fact that Canada does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.



5.15.10 Compliance with Local Law

In the performance of Services under this Contract, the Contractor will comply with all applicable provisions of the laws in force in Doha, Qatar.

5.15.11 Inspection and Acceptance

All the Work is subject to inspection and acceptance by Canada. Inspection and acceptance of the Work by Canada do not relieve the Contractor of its responsibility for defects or other failures to meet the requirements of the Contract. Canada will have the right to reject any work that is not in accordance with the requirements of the Contract and require its correction or replacement at the Contractor's expense.

5.15.12 Security Requirements

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

- 5.15.12.1** At missions abroad, the Contractor and/or all other personnel involved in the work shall hold a valid personnel security screening level of **RELIABILITY STATUS** for work to be performed in the Mission, Official Residence (OR) or Staff Quarters (SQ). The Contractor and/or all other personnel involved in the work must be properly supervised on the premises of the Mission, OR or SQ. Access to the restricted zones of the Mission may only be granted under the escort and constant supervision of a member of the Canada-based staff (CBS). Failure to obtain the Reliability Status would render the Contract null and void. The minimum security screening level required is granted by the Mission Security Officer or other CBS authorized by the Head of Mission in accordance with the procedures outlined in the Personnel Security Screening Reference Guide for Mission Managers. Missions requesting a security clearance for Contractors to perform work in restricted zones of the Mission or to access classified information/assets must consult with Security Operations and Personal Safety Division (ISR) and Corporate Security Division (ISC).
- 5.15.12.2** The Contractor shall be responsible to identify the Security Requirements of the Contract to their Subcontractors and to ensure that these requirements are complied with by subcontractors.
- 5.15.12.3** If the Contractor breaches Sub-paragraph (1) above, DFATD shall terminate this Contract immediately without notice or any further obligation to the Contractor. The Contractor shall immediately refund to the Receiver General of Canada via DFATD all unspent funds provided under this Contract.

5.15.13 Green Procurement

- 5.15.13.1** The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.



5.15.13.2 The Contractor should make every effort to use environmentally preferred goods, services and processes, as required, to reduce any environmental impacts resulting from the performance of the Work. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances.

5.16 CERTIFICATIONS

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

5.17 HEALTH AND SAFETY

Contractor must comply with all requirements of applicable Canadian (federal, provincial, municipal), foreign and local environmental, health and safety laws and regulations. The Contractor must follow the prevention and infection control measures of the workplace or put in place by the Canadian mission (i.e. practise physical distancing, practise proper hand washing, avoid touching face with unwashed hands, etc.) and follow the proper protocols to complete the required work such as utilizing the appropriate equipment and personal protective equipment (PPE) as necessary. The Contractor is responsible for all costs associated with the compliance to protective measures and any other costs related to the general health and safety of its employees and agents.

5.18 PAYMENT TERMS

5.18.1 Basis of Payment

Canada will pay the Contractor in accordance to the Basis of Payment included as Annex B. Payment under this Contract, except advance payments, will be conditional on the performance, completion and delivery of the Work, or any part of the Work to the satisfaction of Canada.

5.18.2 Limitation of Price

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.

5.18.3 Method of Payment – Monthly Payments

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.



5.18.4 Audit

Any amount paid or claimed under the Contract is subject to government audit both before and after payment is made. The Contractor must keep proper accounts and records of the cost of performing the Work and keep all documents relating to such cost for 6 years after it receives the final payment under the Contract.

5.18.5 Invoicing Instructions

5.18.5.1 The Contractor must ensure that each invoice it provides to Canada:

- (a) is submitted in the Contractor's name;
- (b) is submitted each month do so for each delivery or shipment;
- (c) only applies to the Contract;
- (d) shows the date, the name and address of the Project Authority, the description of the Work and the Contract number;
- (e) details the claimed fees and disbursements, if applicable, in accordance with the Basis of Payment, exclusive of Applicable Taxes;
- (f) sets out Applicable Taxes, such as the Contractor's output VAT, as a separate item along with corresponding registration numbers from the tax authorities;
- (g) identifies all items that are zero-rated, exempt from Applicable Taxes or to which it does not apply.

5.18.5.2 By submitting an invoice, the Contractor certifies in each case that the invoice is consistent with the Work delivered and is in accordance with the Contract.

5.18.6 Discrepancies

If the contents of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within 15 Days of the invoice receipt. The 30-Day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within 15 Days will only result in the date specified in subsection 16 of [2035](#) (2022-05-12) *General Conditions - Higher Complexity - Services*, to apply for the sole purpose of calculating interest on overdue accounts.

5.18.7 Termination Payments

If a termination for convenience notice is given pursuant to section 30 of [2035](#) (2022-05-12) *General Conditions - Higher Complexity - Services*, the Contractor will be entitled, in accordance with the Basis of Payment (Annex B), to be paid only the amounts that have been reasonably and properly incurred to perform the Contract to the extent that the Contractor has not already been paid or reimbursed by Canada. Under no circumstance will Canada be liable to the Contractor for early termination of this Contract.

5.18.8 Remittance to appropriate tax authority

The Contractor agrees to remit to the appropriate government tax authority any amount of applicable tax legally required to be remitted by the Contractor, pursuant to applicable tax laws.



5.19 SUSPENSION AND INFRACTION

5.19.1 Suspension of the Work

Canada may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so.

5.19.2 Infraction

Canada may terminate this Contract or reduce or suspend any payments under it if the Contractor fails to honour the provisions in the section titled *Governance and Ethics*.

5.20 INSURANCE TERMS

5.20.1 Insurance at Discretion of Contractor

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.

5.21 GOVERNANCE AND ETHICS

5.21.1 Conflict of Interest and Values and Ethics Codes for the Public Service

The Contractor acknowledges that individuals who are subject to the provisions of the Conflict of Interest Act (S.C. 2006, c. 9, s. 2), the Conflict of Interest Code for Members of the House of Commons, the Values and Ethics Code for the Public Service, Code of Conduct for Canadian Representatives Abroad or all other codes of values and ethics applicable within specific organizations cannot derive any direct benefit resulting from the Contract. The Contractor will notify Canada in writing of any situation, of which the Contractor is or becomes aware, in which one of the Contractor's agents, employees or contractors derives, or is in a position to derive, an unauthorized benefit.

5.21.2 Incapacity to Contract with the Government

The Contractor certifies that no one convicted under any of the provisions under subsection (a) or (b) are to receive any benefit under the Contract. In addition, the Contractor certifies that except for those offences where a criminal pardon or a record suspension has been obtained or capacities restored by the Governor in Council, neither the Contractor nor any of the Contractor's affiliates has ever been convicted of an offence under any of the following provisions:

- (a) paragraph 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against His Majesty) or section 154.01 (Fraud against His Majesty) of the Canadian Financial Administration Act (R.S.C. 1985, c. F-11); or
- (b) section 121 (Frauds on the government and Contractor subscribing to election fund), section 124 (Selling or Purchasing Office), section 380 (Fraud) for fraud committed against His Majesty or section 418 (Selling defective stores to His Majesty) of the Criminal Code of Canada (R.S.C. 1985, c. C-46); or
- (c) section 462.31 (Laundering proceeds of crime) or sections 467.11 to 467.13 (Participation in activities of criminal organization) of the Criminal Code of Canada (R.S.C. 1985, c. C-46); or
- (d) section 45 (Conspiracies, agreements or arrangements between competitors), 46 (Foreign directives) 47 (Bid-rigging), 49 (Agreements or arrangements of federal financial institutions),



- 52 (False or misleading representation), 53 (Deceptive notice of winning a prize) under the Canadian Competition Act (R.S.C. 1985, c. C-34); or
- (e) section 239 (False or deceptive statements) of the Canadian Income Tax Act (R.S.C., 1985, c. 1 (5th Supp.)); or
 - (f) section 327 (False or deceptive statements) of the Canadian Excise Tax Act, (R.S.C., 1985, c. E-15); or
 - (g) section 3 (Bribing a foreign public official) of the Canadian Corruption of Foreign Public Officials Act (S.C. 1998, c. 34); or
 - (h) section 5 (Trafficking in substance), section 6 (Importing and exporting), or section 7 (Production of substance) of the Canadian Controlled Drugs and Substance Act (S.C. 1996, c. 19); or
 - (i) any provision under the local law having a similar effect to the above-listed provisions.

5.21.3 Anti-Terrorism

Consistent with numerous United Nations Security Council resolutions, including S/RES/1267 (1999) concerning Al Qaida and the Taliban, and associated individuals and entities, both Canada and the Contractor are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. The Contractor acknowledges that neither it, nor any of its employees, Directors, or agents is an entity listed, in relation to terrorists groups and those who support them, under subsection 83.05 of the Criminal Code of Canada, and as identified thereto in a "List of Entities" which may be found at <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2002-284/index.html> and that it is not nor will it knowingly work with any party and entity appearing on the New Consolidated List established and maintained by the UN Security Council's 1267 Committee. Furthermore, the Contractor acknowledges that it will not knowingly directly or indirectly collect, provide or make available funds or property intending that they be used, or knowing that they will be used, to carry out or facilitate terrorist activities, or knowing that the funds or property will be used or will benefit a terrorist entity as identified in the List of Entities.

5.22 DISPUTE RESOLUTION

5.22.1 Discussion and Negotiation

If a dispute arises out of, or in connection with this Contract, the parties shall meet to pursue resolution through negotiation or other appropriate dispute resolution process before resorting to litigation.

5.22.2 Procurement Ombudsman

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Canadian Department of Public Works and Government Services Act (S.C. 1996, c. 16) will, on request and consent of the parties to bear the cost of such process, participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at boa.opo@boa.opo.gc.ca.



ANNEX A - STATEMENT OF WORK

Provision of Cleaning Services for the Embassy of Canada to Qatar in Doha

1. INTRODUCTION

The Embassy of Canada to Qatar hereinafter referred to as the "Mission" requires cleaning services for Chancery buildings and surrounding exterior grounds.

2. BACKGROUND

The Mission is located on the 30th floor of Tornado Tower, Corner of Majlis Al Taawon and Al Funduq Street.

The cleaning requirements of the Mission include tasks required to be performed:

- On daily, weekly, monthly and quarterly basis;
- Immediately as situations arise; and
- 'As and when required', as they arise and the Contractor is instructed to perform these tasks by Canada's Representative.

The frequency requirements for all tasks is outlined in **ATTACHMENT 1 TO ANNEX A – CLEANING FREQUENCIES**. The provided detailed requirements of methods and the manner in which such cleaning shall be undertaken are intended to provide minimum guidelines for the Work that is to be performed; they are neither exclusive nor exhaustive instructions. 'As and when required' tasks will be communicated to the Contractor between 08:00 - 16:30 Sunday through Wednesday and 08:00 – 13:30 on Thursday's, within the Chancery building as the need arises; these tasks must be instructed by Canada's Representative.

Certain cleaning tasks cannot be specified by the Mission in advance, or it would be uneconomical for the Mission to specify at fixed intervals of time.

Examples of the types of cleaning that would be required under the "as directed" category include:

- emergency cleaning after the accidental entry of flood water to an area;
- the periodic cleaning of floors and equipment;
- general cleaning tasks of an unforeseen nature;
- wall hangings, picture frames, paintings, clocks, fire hose cabinet.

3. OBJECTIVE

The objective of this requirement is to obtain a scalable solution that will offer the services of qualified resources to be assigned to accomplish cleaning and other manual tasks at the Mission's properties in Qatar, thus maintaining cleanliness and providing decent working and living conditions for their occupants. In order to achieve this objective, the levels of service and their specifications described herein must be followed.

4. SCOPE

The Contractor will be required to provide a range of cleaning services at the Embassy of Canada in Doha, Qatar, as detailed herein including all personnel, supervision and other



items related to the services as described in this document, and is exempt only from those items that are specifically noted.

5. TASKS/REQUIREMENTS

5.1 General Requirements

5.1.1 Any defects which cannot be corrected immediately must be reported verbally as soon as possible to Canada's Representative. Any blockages in pantries, kitchens, or washrooms must be reported immediately to Canada's Representative.

5.1.2 All cleaning materials, solvents, etc. to be used for cleaning purposes in the mentioned premises will be supplied by the Mission.

5.1.3 A detailed list of the routing tasks and their frequencies is available in the **ATTACHMENT 1 TO ANNEX A – CLEANING FREQUENCIES.**

5.2 Custodial Supply / Storage Room

5.2.1 All floors must be clean and free of debris. All fixtures and walls must be free of dust and stains. Mop pails must be emptied and free of odours. There must not be any waste paper, garbage or empty containers left in these rooms.

5.3 General Cleaning

5.3.1 Floor, including corners, threshold plates and door tracks must be clean. Carpeted floors must be free of dust, dirt, and debris / litter. Walls must be free of dust, finger or splash marks, streaking and water marks. Handrails and baseboards must be clean and polished. Doors and frames must be free of finger marks etc. No abrasive cleaning products must not be used on this or any other stainless steel surface.

5.4 Floor

5.4.1 Chairs, waste receptacles etc., must not be placed on desks, tables or work benches during cleaning operations.

5.4.2 Care must be taken not to allow cleaning solutions to seep under furniture legs, file cabinets or partitions.

5.4.3 When sweeping, there must not be any dirt, trash, or other matter left in corners or under furniture, or behind doors. Floor must be free of dust film. There must not be any dust left where sweepings were picked up. Furniture and equipment must be returned to its original location prior to cleaning operations.

5.4.4 When wet mopping, all mopped areas must be clean and free of surface stains, mop streaks, and loose mop strands. Walls, baseboards, and other surfaces must be free of water marks and splashing.

5.4.5 When scrubbing stripping, there must not be any surface dirt or stains visible following the scheduled scrubbing operation. There must not be any wax or finish build-up on the floor surface following stripping operations. The furniture must be moved for complete floor coverage. Walls, baseboards, and other surfaces must be free of water marks, splashing, and scratches from equipment.

5.4.6 When finishing/polishing floors, the floor must be free of streaks, mop strand marks,



skipped areas, and other evidence of improper application. The floor must be clean and bright looking, including corners and under furniture. There must not be any residue on walls, baseboards, furniture, and other surfaces. Furniture and equipment must be returned to its original location after finishing/polishing operations.

- 5.4.7** When vacuum cleaning, carpets and rugs must be free from dust and other debris. Floor areas under immediate area of rugs must be free of dirt and dust. Bare floors around rugs must be clean. No dirt must be left in corners, under furnishings, behind doors, or other items. All furniture and equipment must be returned to its original location after vacuuming.

5.5 Glass Cleaning

- 5.5.1** Plate glass, tables, doors, and display unit glass must be clean on both sides and free of water marks. The interior of the windows must be cleaned quarterly. Sash, sill, and stool must be clean and free of water or streak marks. Items moved during cleaning operations must be returned to their original locations.

5.6 Light Fixtures

- 5.6.1** Light fixtures must be free of dust and insects. No dirt must be left on furniture or floors beneath fixtures. Once washed, light fixtures must be clean and free from streaks. No water marks must appear on furniture or floors.

5.7 Room Cleaning

- 5.7.1** When dusting, furniture must be free of dust, finger marks, and stains. window sills, and other fixtures must be free of dust. Glass tops on desks and tables must be clean and free of finger marks and stains. All pictures, plaques, and other wall hangings must be free of dust. Corners and crevices must be free of dust. Papers and files left on furniture must not be disturbed by the cleaning staff.
- 5.7.2** When wiping, mirrors and all other glass and smooth surfaces must be clean and free of dust, dirt streaks, and spots.
- 5.7.3** When removing waste, all paper and waste receptacles must be emptied and surfaces of receptacles must be wiped clean.
- 5.7.4** Cleaning of corner of the ceilings must be twice a year.

5.8 Shipping / Recycling / Garbage Area

- 5.8.1** Floor must be clean and free of debris/litter. Burnable and non-burnable material must be stored separately. Empty garbage containers must be clean and free of odours. Cleaners must follow the regulations set to dispose the garbage.

5.9 Washrooms

- 5.9.1** Sanitary receptacles must be emptied and disposal bags replaced. All sanitary receptacles must be free of odours, spots, stains, and finger marks.
- 5.9.2** All supplies dispensers must be monitored to ensure availability and should be filled once finished.



5.9.3 When cleaning fixtures, all surfaces of sinks, counters, and all exposed piping must be free of dust, dirt spots, and stains. All surfaces of toilet seats, bowls, and urinals must be disinfected. Water taps must be free of stains, soap build-up, and dust. Mirrors must be clean and free of streaks and water marks.

5.9.4 Walls and stall partitions must be free of dust, hand and finger marks, water streaks, mop marks, and stains.

5.10 Kitchen Tasks

The cleaner(s) must perform the following tasks:

5.10.1 Washing of tiles and cleaning of sinks;

5.10.2 Cleaning fridge, microwave and other small appliances (whenever necessary);

5.10.3 Washing dishes;

5.10.4 Install water bottles to water dispenser;

5.10.5 Mopping of floors with water and sterilizing liquid;

5.10.6 Emptying dust bins and lining with plastic bags once a day (ensure dust bins do not have any food remaining at the end of the day).

5.11 Government-Furnished Supplies, Equipment

All cleaning equipment and supplies will be provided by the Mission.

5.12 Uniforms

The Contractor must provide the cleaner with appropriate summer/winter uniforms including shoes that clearly identify them as employees of the Contractor and distinguish them as cleaner. Such uniforms must be selected in a manner that ensures a consistently excellent representational image for the Government of Canada and must be approved by Canada's Representative.

5.13 Cleaning and Rubbish Removal

The Contractor must prevent accumulation of wastes which create hazardous conditions; must not dispose of volatile waste liquids in storm or sanitary drains; must store volatile wastes in covered metal containers and remove from premises daily; must provide adequate ventilation during use of volatile or noxious substances; must remove grease, dirt, stains, labels, fingerprints and other foreign materials from sight exposed interior and exterior surfaces, resultant from work under this Contract. All debris and waste must be removed and disposed of from the Mission property. Debris must only be removed from site with the approval of the Project Authority. Any debris removed from site must be disposed of at an appropriate disposal facility.

5.14 Storage Rooms/Access to Services

5.14.1 The Mission will provide a stock room(s) for full-time use by the Cleaning Contractor. This room contains storage space for cleaning equipment and supplies. These rooms must not be used as lunch rooms by the cleaning Contractor's staff.

5.14.2 The cleaner shall have access to electricity and water at all times for the duration of works.

5.14.3 The cleaner shall make use of the toilet and washroom facilities at the Chancery.



5.15 Other related tasks

The cleaner(s) must perform other related tasks as required:

- 5.15.1** Prepare and serve coffee/tea to guests of the Mission;
- 5.15.2** Remove and clean dirty dishes from the conference room;
- 5.15.3** Assist in cleanup after receptions during office hours;
- 5.15.4** Assist in preparation and set-up of receptions during office hours;
- 5.15.5** Ensure all cleaning materials are well stocked and request additional if required.

5.16 Contractor's Personnel

5.16.1 The Cleaning Staff

The Contractor must provide one (1) cleaner and a replacement cleaner to replace the cleaner in case of absence for more than one day.

The Cleaner and the replacement cleaner must be knowledgeable about the usage of cleaning products/techniques as demonstrated by at least two (2) years of commercial cleaning experience within recent five (5) years.

Cleaners must be able to communicate and understand English.

5.16.2 The Supervisor

The Contractor must provide a Supervisor who will oversee the work of the cleaning staff while being responsible for the day-to-day operations.

Note: There is no requirement for a dedicated Supervisor to be assigned to the Contract. However, the Supervisor must meet the Project Authority at the Work site as necessary while acting as a liaison between the cleaning staff and the Project Authority.

The Supervisor must have two (2) years of experience in providing supervision of cleaning services within recent five (5) years.

The Supervisor must be able to communicate and understand English.

5.16.3 Responsibilities of the Contractor

5.16.3.1 In case of absenteeism, replacement must be provided by the Contractor. If the Contractor does not provide adequate replacement staff in case of absenteeism, expenditure incurred by the Mission for operation must be recovered from the Contractor or adjusted against amount due and payable to the Contractor.

5.16.3.2 The Contractor must take insurance policies for sufficient amount to cover himself against workman's compensation, material loss etc. and must keep the Mission/occupant/Project Authority indemnified against any such risk.

5.16.3.3 The Contractor must submit necessary proof and certificate for the compliance of all statutory obligation/labour law or any other applicable Law in Doha, which is entirely his duty failing which necessary deduction would be made by the Project Authority from all running bills and payment of the Contractor.



5.16.3.4 The Contractor alone must be responsible for the conduct, behaviour and discipline to be maintained at workplace and its environment thereof in respect of the workmen engaged or hired by the Contractor. In case of any misconduct which may or may not involve financial loss or burden to the Mission/occupant, the Contractor alone must take suitable action against such defaulting workmen in consultation with Project Authority. However, Project Authority will not be responsible or liable for any type of disputes arising out of such disciplinary action as and when taken by the Contractor against such defaulting workmen. The Contractor must remove/substitute any worker if Project Authority so directs.

5.17 Hours of Work

5.17.1 The cleaner must be on premises to perform the work Sunday to Wednesday from 08:00 - 16:30 and Thursdays from 08:00 to 13:30 with a lunch break not exceeding 30 minutes. Working hours are subject to change and will be communicated by Project Authority.

5.17.2 Work must not be carried out on weekends, and certain holidays which are deemed the Mission in Doha holidays.

5.17.3 In carrying out cleaning services, the Contractor, with due recognition of the special nature of the Mission's business, must take care and not inconvenience the business activities of the Mission's personnel. All areas of the Chancery must present an overall appearance of cleanliness, have a shine and be dust free.

5.18 Security and Safety Regulations

5.18.1 The Contractor must acquaint himself with and abide by all regulations for security and safety as may be required by the Mission. In particular, the Contractor must:

- a. Obey all fire regulations; and
- b. Obey all safety regulations.

5.18.2 Proper measures must be taken to ensure that the equipment of the Mission/occupant is protected against dust, physical damage and contamination by maintaining high standards of sanitation practices, personal hygiene and proper tools and tackles are employed for provision of requisite services.

5.18.3 The Contractor must abide by the rules and regulations which the Department may from time to time make or adopt for the care, protection and administration of the premises and the general welfare and comfort of the visitor, owner/occupant's personnel.

5.18.4 The Contractor must insure that the components of the Chancery and material belonging to the Mission are not damaged. If it is proven that the breakdown/loss of material etc. in the system is due to negligence on the part of the Contractor/its staff, as per the terms and conditions of the Contract, the same must be repaired/replaced by the Contractor at its own cost.



5.18.5 The Contractor must be responsible for maintaining the safety of its workforce at all times. The Contractor must be responsible for providing its workforce with necessary safety equipment or supplies for the duration of works.

6. DELIVERABLES

6.1 The Contractor is responsible for keeping the work site in a reasonable state of cleanliness at all times.

6.2 The Contractor must prepare simple to use, yet detailed Work Schedules for use by the Contractor's cleaning staff. These schedules must list the Mission's daily, weekly, monthly, and quarterly cleaning tasks. These schedules must be examined, and approved, by Project Authority prior to commencement of the Work.

6.3 Within 3 months after a contract award a Contractor must provide recommendations to the Project Authority on how to improve efficiency of tasks performance and support the use of environment-friendly cleaning products.

7. CONSTRAINTS

7.1 The Contractor must not change the staff without prior approval of the Mission due to security and medical reasons. The Contractor must be responsible for the workers to undergo the chest X-ray for which the cost must be borne by him/her. Only medically and security cleared workers must be allowed to work under this Contract. The Contractor must be fully responsible for his/her employees and must ensure that they possess the necessary job knowledge, skills and experience in the fields of their operations.

7.2 Workers provided by the Contractor must be in good health and free from any infection or disease. The Contractor must be responsible for medical check-up as prescribed by Project Authority for all his workers prior to their starting work at the Mission.

7.3 The Contractor must, at least 30 days before the first day on which any person is required to enter the site for the purpose of carrying out the work, fill out screening and personal history forms that will be provided by Project Authority for all employees intending to do work at the Mission. The Contractor must be responsible to arrange local police clearance for all his workers prior to commencing work at the Mission. This condition must apply equally to any employees of the Contractor who are engaged for work at the Mission after the start of the contract. The Mission reserves the right to deny access to any individual on the basis of security reasons.

7.4 The Cleaner shall have access to the site upon presentation of photo identification to the security guards. All members of the Contractor's workforce must pass through the security screening procedures prior to gaining access to the site.

7.5 Minimum Salary: the salary rate paid to the cleaner hired by the Contractor to carry out the work under this Agreement shall not be less than the established salary rates for similar job classifications in accordance with the Ministry of Labour.

7.6 No smoking on site - At no time is smoking permitted at the Chancery. Smoking is not permitted on any premises owned or occupied by the Government of Canada.



8. LANGUAGE OF WORK

The work will be performed in English. Cleaners must be able to communicate and understand English.

9. LOCATION OF WORK

The work will be carried out at the following address: Tornado Tower 30th Floor, Corner of Majlis Al Taawon Street and Al Funduq Steet, Doha, Qatar.



ATTACHMENT 1 TO ANNEX A – CLEANING FREQUENCIES

TASK DESCRIPTION		Frequency of Tasks							
		Immediately	Twice daily	Daily	2x's / WEEK	Weekly	Monthly	Quarterly	As and when directed
CHANCERY									
Waste Disposal Receptacles – all receptacles and areas of Chancery	All waste must be disposed of daily in the refuse room on the 30th floor of Tornado Tower.			x					
	Waste disposals – wash and disinfect garbage disposals including metal liner.					x			
Vinyl, leather, upholstered furniture	Clean, wipe with cleaning solution provided						x		
Common areas – Includes: - Main Reception; - All landing areas - Employee kitchen area(s); and	Floors:			x					
	• Carpets – vacuum, spot clean any stains / marks.			x					
	• Porcelain, tile, linoleum etc. – sweep, wash using wet mop, spot clean any stains / marks.			x					
	• Hardwood – sweep, spot clean			x					
	Table tops, Counters – dust, keep tidy.			x					
	Walls – wipe surfaces; remove marks off walls as required.			x					
	Glass surfaces – clean with cleaning solvent once a day, including both side of plates and doors.			x					
	Waste disposal – empty waste paper baskets and remove other any waste.			x					
	Fixtures (e.g. Frames - chairs - tables - etc..) – dust with dry cloth.			x					
	Wipe receptacles inside and outside as necessary.			x					
	Sink, faucet and surrounding counters; water dispenser – clean and disinfect.			x					
	Waste disposal – empty waste receptacles, insert new lining and remove any other waste			x					
	Remove any foot grills and clean out recessed pan and drain.						x		



Offices in Main Chancery, Conference room, offices and multipurpose room.	Floors:			x					
	• Carpets – vacuum, spot clean any stains / marks.			x					
	• Porcelaine, tile, linoleum etc. – sweep, wash using wet mop, spot clean any stains / marks.			x					
	• Hardwood – sweep, spot clean			x					
	Desks, tables, chairs – wipe surfaces with clean dust cloth; spot clean			x					
	Walls – dust baseboard, ledges and mouldings. Spot clean as necessary.			x					
	Waste disposals – empty waste paper basket, supply and insert new plastic bags of correct size, and remove any other waste. Wipe receptacles inside and outside as necessary.			x					
	Wipe all surfaces where dust collects, for example: file cabinets, window sills, shelves, etc- Walls – spot clean marks, etc.						x		
	Dust and wipe wall hangings: including pictures / clocks, etc.						x		
All washrooms	Floors:								
	• Porcelaine, tile, linoleum etc. – sweep, wash using wet mop, spot clean any stains / marks.			x					
	• Hardwood – sweep, spot clean			x					
	Common area floors / hallways / staircases:			x					
	Toilets and Urinals – scrub / disinfect all sides of urinals, toilets, toilet seats			x					
	Doors – spot clean both sides.			x					
	Counters – wash and clean.			x					
	Sinks and water fountains – clean and disinfect, including water taps.			x					
	Waste disposal – empty waste receptacles, insert new lining and remove any other waste			x					
	Walls – wipe tiles, clean mirrors.			x					
	Re-stock – paper towels, soap, soap dispensers, toilet paper and air freshener.			x					



	Remove and clean on both side, all glass or plastic plates covering furniture and dust top of furniture before replacing plates.							x		
Computers	Wipe surface (including glass on monitor). Obtain approval from Departmental Representative required.								x	
Fire equipment	Clean both side of cabinet door glass .Dust interior									x
Windows	Interior: dust and wash Venetian blinds; clean glass								x	x
	Exterior: wash glass									x
Walls	Through cleaning to remove all scuff marks, dirt, smudges etc. as & when required in all areas of Chancery, including hallway, Offices, etc, and on painted surfaces.								x	
Emergency Fire Equipment	Dust interior and exterior of wall-hung equipment						x			
	Clean interior of hose cabinet.									x
	Clean fire extinguishers.									x
	Clean both sides of the cabinet door glass.									x
Labour support to Physical Resources	1. Material section – manpower for material handling, loading, unloading during normal business hours									x
	2. To assist in cleaning of areas required in Compound SQ cleaning services during normal business hours.									x



ANNEX B - BASIS OF PAYMENT

- B.1.** The Contractor will be paid according to the firm monthly rates and the firm hourly rates indicated in their pricing schedule, in Qatari Riyal (QAR). The firm monthly rates and the firm hourly rates include all costs necessary to perform the work. Taxes are not included. Canada will be invoiced according to these rates.
- B.2.** The total estimated usage of Cleaning Services is provided in good faith and does not represent a commitment on the part of Canada. Canada's actual usage may be higher or lower. Canada will be invoiced according to the actual usage.
- B.3.** Travel and living expenses will not be paid for any part of the Contract, including transportation costs to and from the place of duty, or any relocation necessary to satisfy the conditions of the Contract.
- B.4.** The rates will be enforced throughout the entire Contract, including the six irrevocable optional periods (if they are exercised) and will not be subject to future negotiation.
- B.5.** All firm monthly rates and all firm hourly rates will be increased by the annual inflation rate (or CPI) as published by Trading Economics for Qatar (<https://tradingeconomics.com/qatar/inflation-cpi>) upon exercising each of the option periods. If the rate of inflation is negative, the rates will not be adjusted. Canada will use the most recent annual inflation rate data available within 90 days of the end date of the Contract.



1. Routine Cleaning Services

Firm Monthly Rates

PERIOD	Firm Monthly Rates (QAR) Taxes Excluded (A)
Initial – Year 1	
Initial – Year 2	
Option Period 1 – Year 3	Firm monthly rate of Year 2 + Annual inflation rate upon exercising the option period
Option Period 2 – Year 4	Firm monthly rate of Year 3 + Annual inflation rate upon exercising the option period
Option Period 3 – Year 5	Firm monthly rate of Year 4 + Annual inflation rate upon exercising the option period
Option Period 4 – Year 6	Firm monthly rate of Year 5 + Annual inflation rate upon exercising the option period
Option Period 5 – Year 7	Firm monthly rate of Year 6 + Annual inflation rate upon exercising the option period
Option Period 6 – Year 8	Firm monthly rate of Year 7 + Annual inflation rate upon exercising the option period

2. As and When Requested Cleaning Services

Firm Hourly Rates

PERIOD	Firm Hourly Rates (QAR) Taxes Excluded (A)
Initial – Year 1	
Initial – Year 2	
Option Period 1 – Year 3	Firm hourly rate of Year 2 + Annual inflation rate upon exercising the option period
Option Period 2 – Year 4	Firm hourly rate of Year 3 + Annual inflation rate upon exercising the option period
Option Period 3 – Year 5	Firm hourly rate of Year 4 + Annual inflation rate upon exercising the option period
Option Period 4 – Year 6	Firm hourly rate of Year 5 + Annual inflation rate upon exercising the option period
Option Period 5 – Year 7	Firm hourly rate of Year 6 + Annual inflation rate upon exercising the option period
Option Period 6 – Year 8	Firm hourly rate of Year 7 + Annual inflation rate upon exercising the option period



ANNEX C - SECURITY REQUIREMENTS CHECK LIST (SRCL)



Contract Number / Numéro du contrat
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: DFATD	2. Branch or Directorate / Direction générale ou Direction: DOHA	
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 CLEANING THE CHANCERY PREMISES DURING NORMAL WORKING HOURS FROM SUNDAY TO THURSDAY IN ACCORDANCE WITH THE STATEMENT OF WORK AND CLEANING CHART.		
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 / Non <input type="checkbox"/> Yes / 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 / Non <input type="checkbox"/> Yes / 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 / Non <input type="checkbox"/> Yes / 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 / Non <input type="checkbox"/> Yes / 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 / Non <input type="checkbox"/> Yes / 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"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays:	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 <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat
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? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIERS) / PARTIE B - PERSONNEL (FOURNISSEUR)

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

<input checked="" 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



Contract Number / Numéro du contrat
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 / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE			NATO				COMB2					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMB2 TOP SECRET / COMB2 TRÈS SECRET	PROTECTED / PROTÉGÉE			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / 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? No / Non Yes / Oui
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
 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? No / Non Yes / Oui
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).