

REQUEST FOR PROPOSALS (RFP)

Project Monitor and Oversight Services Biological Containment Laboratory, Kyrgyz Republic

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CCC Representative:

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Attention:
Stefan Dery, Project Officer
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A. TITLE Project Monitor and Oversight Services, Biological Containment Laboratory, Kyrgyz Republic

DFAIT Project No.: (4015-05/LabPM)

CCC Project No.: 100928

B. Introduction

The Department of Foreign Affairs and International Trade Canada (DFAIT), in conjunction with the Canadian Commercial Corporation (CCC), intends to engage a service provider (hereinafter referred to as the “Project Monitor”) for the purpose of monitoring and overseeing activities related to the construction, commissioning and certification of a new Biological Containment Laboratory for Human and Animal Health in the Kyrgyz Republic (hereinafter referred to as the “Facility”) as part of a program of International Assistance to the Government of the Kyrgyz Republic (hereinafter referred to as the “Project”).

The construction, commissioning and certification of the Facility is hereinafter referred to as the “Facility Construction Project”.

The Project is led and funded by the Global Partnership Program (GPP) of the Department of Foreign Affairs and International Trade Canada. The Canadian Commercial Corporation (CCC), a Crown corporation owned by the Government of Canada, is assisting DFAIT with the implementation of the Project.

C. Request for Proposals Documents

1. The following are the Request for Proposals (RFP) Documents:

- a) Request for Proposals consisting of:
 - i. Title, Introduction, Request for Proposals Documents (Sections A-C);
 - ii. Supplementary Instructions to Proponents (SI) (Section D);
 - iii. General Instructions to Proponents (GI) (Section E);
 - iv. Proposal Requirements and Evaluation (Section F);
- b) Contract Brief (Appendix A);
- c) Price Component Form (Appendix B);
- d) Declaration Form (Appendix C);
- e) Supply Arrangement Agreement (including Supplementary and General Conditions and Terms of Payment) (Appendix D); and
- f) Any amendment to the RFP Documents issued prior to the date set for receipt of Proposals.

2. Submission of a Proposal constitutes acknowledgment that the Proponent has read, understood and agrees to be bound by the RFP Documents.

D. Supplementary Instructions to Proponents (SI)

1. Proposals must be submitted by email in Adobe Acrobat PDF format, to bids@ccc.ca. Proposals should be received by CCC no later than 16 August, 2010 at 06:00am EST , and include “*Request for Proposal: Project Monitor and Oversight Services*” in the subject line of the email.
2. The Proposal must remain valid for 90 days from deadline date for submission.
3. Proposals will be evaluated behind closed doors.

E. General Instructions to Proponents (GI)

General Instructions to Proponents (GI)

- GI1 Definitions;
- GI2 Overview of Selection Procedure;
- GI3 Not Used;
- GI4 Responsive Proposals;
- GI5 Completion of Submission;
- GI6 Proposal Price;
- GI7 Enquiries during the Proposal Period;
- GI8 Limitation of Submissions;
- GI9 Licensing Requirements;
- GI10 Eligibility of Proponents Requirements;
- GI11 Not Used;
- GI12 Insurance Requirements;
- GI13 Security Requirements;
- GI14 Composition of Service Provider Team;
- GI15 Submission of Proposal;
- GI16 Late Submissions;
- GI17 Revision of Proposal;
- GI18 Acceptance of Proposal;
- GI19 Disbursements;
- GI20 Debriefing;
- GI21 Financial Confirmation; and
- GI22 Performance Evaluation.

GI1 - Definitions

1. In this Request for Proposals (RFP), the following words or phrases have the corresponding meaning:

Agreement: means the legally binding contract (Supply Arrangement Agreement for Project Monitor and Oversight Services) including any Annexes, provisions incorporated by reference and amendments) in substantially the same form as found under Appendix D.

Canada, Crown, Her Majesty or the Government: means Her Majesty the Queen in right of Canada.

Evaluation Board: means the board established to evaluate and rate Proposals.

Optional Services: means the optional services as described in Section 1.3 of Appendix A – Contract Brief

Price Score: means the total of all scores assigned to the price components of a Proposal and subsequently used for inclusion in the Total Score.

Proponent: means the entity which submits a Proposal.

Proposal(s): means the response of the Proponent(s) to the RFP.

Responsive Proposal: means a Proposal that meets all mandatory requirements.

Service Provider: means the team of contractors, subcontractors and other firms or individuals, including the Proponent, proposed by the Proponent to complete the Project.

Services: means all the services, including goods if applicable, required to complete the Agreement as set forth in the Statement of Services and the Agreement Brief.

Technical Score: means the total of all scores assigned to the various technical components of a Proposal and subsequently used for inclusion in the Total Score.

GI2 - Overview of Selection Procedure

2.1 Proposal

1. Proposals are submitted pursuant to a "two-envelope" procedure, in which Proponents submit the Technical Component of their Proposal in one Adobe Acrobat PDF format file and the price component for the Services and Optional Services in a second Adobe Acrobat PDF format file.
2. Submissions must be made in either the French or English language.

2.2 Proposal Evaluations and Scoring

1. Technical components of all Responsive Proposals will be reviewed, evaluated and rated by the Evaluation Board in accordance with the criteria, components and weight factors set out in this RFP. Upon completion of the evaluation, Technical Scores will be established in accordance with Section F.
2. Proposals achieving at least the minimum technical score specified in the Proposal Requirements and Evaluation section of the RFP will have the price component evaluated.
3. The price components of all Responsive Proposals are opened upon completion of the technical evaluation.

4. The price components are scored as follows:

- (a) One hundred percent (100%) of the total price rating will be determined by the Total Maximum Fee for Required Services, as set out in Appendix “B”;
- (b) The Price Score of Responsive Proposals are calculated as follows:
[(Lowest price for all Proposals for Services) / (Proponent’s price for Services)] x 30
is added to:
[(Lowest hourly rate for all Optional Services) / (Proponent’s hourly rate for Optional Services)] x 10.

2.3 Total Score

- 1. The total overall score (Total Score) assigned to each Proponent's complete Proposal is calculated as the aggregate of:
 - (a) The Technical Score (first “envelope” of the Proposal); and
 - (b) The Price Score (second “envelope” of the Proposal).
- 2. Subject to any provisions in this RFP to the contrary, the Proponent receiving the highest Total Score will be the first entity that the Evaluation Board will recommend as being the successful Proponent and may award an Agreement to that Proponent in the capacity as Service Provider on the basis of the Agreement or, in accordance with GI18, negotiate with the Proponent the Agreement.

2.4 Notification

The successful Proponent will be notified in writing within 48 hours of the Evaluation Board determining the Total Scores.

2.5 Reservation of Rights by CCC and DFAIT

- 1. CCC or DFAIT may investigate the Proposal of any bidder under consideration, may require confirmation of information furnished by the bidder, and may require additional evidence of qualifications described in the RFP.
- 2. CCC or DFAIT reserves the right, in its sole discretion, to:
 - a) Reject any or all of the bids with no financial liability to any bidder;
 - b) Issue a new RFP, to temporarily or permanently abandon the RFP process in whole or in part with no financial liability to any bidder;
 - c) Issue addenda for the purpose of clarification, information, supplements or changes to this RFP;
 - d) Request additional information or documents and conduct discussions and correspondence from any or all bidders, including supplements or corrections to the RFP; and
 - e) Waive deficiencies, informalities, and irregularities in any Proposal.

3. DFAIT and/or CCC reserve the right to cancel or suspend the RFP process at any time with no financial liability to any Proponent in the event that the Treasury Board of Canada does not approve the proposed terms and conditions for the contributions underlying the Project.

GI3- Not Used

GI4 – Non-Responsive Proposals

No further consideration in the selection procedure will be given to a Proponent submitting a Proposal that is not a Responsive Proposal.

GI5- Completion of Submission

The Proponent shall base the Proposal on the applicable RFP Documents. It is the responsibility of the Proponent to obtain clarification of any terms, conditions or technical requirements contained in the RFP according to the procedure described in GI7.

GI6- Proposal Price

Unless specified otherwise in the RFP Documents:

- (a) The price component shall be in United States currency;
- (b) The price component shall not include and shall be free of any amount for the Canadian Goods and Services Tax or the Harmonized Sales Tax as may be applicable. The Services to be supplied by the Proponent under this RFP are intended for export from Canada and as such would constitute a "zero-rated supply" as this expression is defined in Part IX of the *Excise Tax Act*. The Goods and Services Tax and/or the Harmonized Sales Tax should not therefore, as a rule, be added to the value of the Services. The Proponent shall maintain evidence satisfactory to the Canada Revenue Agency to support the "zero-rated supply". Any customs duties paid on imported materials, parts and components incorporated or to be incorporated in the Supplies are to be included in and form part of the quoted prices;
- (c) the price component shall not include and be free of any amount for Kyrgyz taxes, customs, duties or similar charges as may be applicable;
- (d) Exchange rate fluctuation protection is not offered; and
- (e) Any request for exchange rate fluctuation protection will not be considered, and will render the Proposal non-responsive.

GI7- Enquiries during the Proposal Period

1. Any enquiries or requests for clarification during the Proposal period must be submitted by the Proponent to the CCC Project Officer identified on the front page of the RFP by e-mail. Responses will be sent by CCC to the Proponent by e-mail.
2. To ensure equality of information provided to Proponents, answers to significant enquiries will be forwarded simultaneously to each Proponent by e-mail.

3. Communications regarding this RFP, including enquiries, must be directed ONLY to the CCC Project Officer identified on the front page of the RFP. Non-compliance with this condition during the Proposal period may, for that reason alone, result in the disqualification of the Proposal.

All questions regarding this RFP must be submitted no later than 7 days prior to the deadline for submission of the Proposal.

GI8 - Limitation of Proposals

1. Only one submission per Proponent will be accepted, whether it is submitted by an individual Proponent or by an individual Proponent in combination with other(s) either as a joint venture or other legal entity. If more than one Proposal is received from a Proponent acting either individually or in combination with other(s), all Proposals involving the Proponent shall be rejected.
2. A joint venture for the purposes of this RFP is defined as an association of two or more parties which combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise.
3. An arrangement whereby DFAIT enters into Agreement directly with a Service Provider who may retain sub-contractors or specialist contractors to perform portions of the services is not a joint venture arrangement.
4. In order to avoid any conflict of interest, or any perception of conflict of interest, no firm acting as an individual Proponent or as part of a joint venture Proponent shall be proposed as a member of another Proponent's Service Provider team, either as a sub-contractor or specialist contractor or as part of another joint venture Proponent. Failure to comply with this limitation will result in all so affected Proposals being rejected.
5. Any joint venture must be in full compliance with the requirements of any provincial or territorial law pertaining thereto.
6. The Proponent shall:
 - (a) not have been previously involved in any other aspect of the Facility Construction Project; or
 - (b) not be or have been an employee, subcontractor, affiliate or agent of any organization associated with the Facility Construction Project; or
 - (c) not be currently involved in any other aspect of the Facility Construction Project other than as a Project Monitor.

GI9- Licensing and Language Requirements

1. The Proponent shall be licensed, certified or otherwise authorized, to provide the necessary Services at the time of submission of the Proposal and during the term of the Agreement.
2. The Proponent warrants and represents that the Proponent possesses language proficiency in reading, writing and speaking in the English language.

GI10 - Eligibility of Proponent

1. Proponents are advised that a Proponent may be deemed to be ineligible for selection at any time if:
 - (a) The Proponent has been convicted under Section 121 ("Frauds on the Government" & "Contractor subscribing to election fund"), 124 ("Selling or purchasing office"), or 418 ("Selling defective stores to Her Majesty") of the *Criminal Code*;
 - (b) The Proponent has been declared ineligible for selection following unsatisfactory performance in a previous project, as determined in accordance with Her Majesty's performance review procedures;
 - (c) The Proponent has been declared ineligible for selection for work with Her Majesty in accordance with the performance review procedure referred to in paragraph 1(b), which ineligibility would render the individual ineligible for selection for the work, or the portion of the work the individual is to perform, under any contractual arrangement resulting from submission of the Proposal;
 - (d) With respect to current or prior transactions,
 - (i) The Proponent is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
 - (ii) Evidence of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Proponent;
 - (iii) Her Majesty has previously exercised or intends to exercise the contractual remedy of taking the services out of the Proponent's hands with respect to any commission or contract;
 - (iv) Her Majesty determines that the performance of the Proponent on other contracts or commissions, including the quality and timeliness of the services or goods provided, was sufficiently poor to jeopardize the successful completion of the Project.
2. Where DFAIT or CCC intends to declare a Proponent ineligible pursuant to the provisions contained in paragraph 1 above, other than provision 1(b), DFAIT or CCC will so inform the Proponent and provide the Proponent ten (10) days within which to make written representations, prior to making a final decision regarding the ineligibility of the Proponent.

GI11 - Not Used

GI12 - Insurance Requirements

The successful Proponent shall obtain and maintain comprehensive general (or third party) liability insurance in the amount of US\$2,000,000 per occurrence/aggregate and automobile liability insurance in the amount of US\$2,000,000 per occurrence/aggregate.

GI13 - Security Requirements

1. Proponents shall take note of, and comply with, security requirements stipulated in the RFP Documents.
2. In all sub-contractual arrangements with persons or entities that are to be utilized in the performance of the Agreement, the successful Proponent shall make provision in its contractual arrangements for the performance of any obligation that may be required by the Proponent under the provisions of this clause.

GI14 - Composition of Service Provider Team

By submitting a Proposal, the Proponent represents and warrants that the entities proposed in the Proposal to perform the required Services will be the entities that will perform the Services in the fulfillment of the Agreement under any contractual arrangement arising from submission of the Proposal. The Proponent warrants that it has written permission from any entity and person (or the employer of such person) to propose the services of such person in relation to the Services to be performed.

GI15 - Submission of Proposal

1. It is the Proponent's responsibility to:
 - (a) Submit a signed Proposal, duly completed, IN THE FORMAT REQUIRED, on or before the closing date and time set;
 - (b) Direct Proposals ONLY to the CCC Project Officer identified on the front page of the RFP;
 - (c) The Proposal shall be signed in accordance with the following requirements:
 - (i) Corporation:
The signatures of the authorized signatories shall be affixed and their names and titles typed or printed.
 - (ii) Partnership:
The signatures of the partners having authority to bind the partnership shall be affixed and their names typed or printed. If not all of the partners sign or if the signatory is not a partner then a certified true copy of the agreement signed by all partners authorizing such person or persons to execute the document on their behalf shall accompany the Proposal.
 - (iii) Sole Proprietorship:
The signature of the sole proprietor shall be affixed and the name typed or printed. In the event that the signatory is not the sole proprietor then a certified true copy of the agreement signed by the sole proprietor authorizing such person or persons to execute the document shall accompany the Proposal.
 - (d) Ensure that the following information is clearly visible:
 - (i) Proponent's name and address;
 - (ii) Name of Proponent's authorized representative;
 - (iii) Proposal Number and Description; and
 - (iv) Closing date and time for receipt of Proposals.
 - (e) Provide a comprehensive and sufficiently detailed Proposal that will permit a complete evaluation in accordance with the criteria set out in this RFP.

2. The technical and price components of the Proposal must be submitted in separate, easily identified Adobe Acrobat PDF format files in accordance with the instructions contained in the RFP Documents. Both Adobe Acrobat PDF format files shall be submitted at the same time, and both the technical and price components of the Proposal shall clearly and conspicuously display and indicate the information identified in paragraph 1(d) of GI 15.
3. Timely and correct delivery of Proposals is the sole responsibility of the Proponent. Neither DFAIT nor CCC will assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of Proposals are the responsibility of the Proponent.
4. The Proponent shall bear all costs, of whatever nature, associated with the preparation and submission of its Proposal. CCC and/or DFAIT shall bear no responsibility to the Proponent or any prospective Proponent for any costs, of whatever nature, associated with the preparation and submission of a proposal.
5. No Proponent or prospective Proponent shall have any claim for compensation of any kind whatsoever as a result of the Proponent's direct or indirect involvement in this RFP, and by submitting a Proposal, each Proponent is deemed to have agreed that it has no claim.

GI16 - Late Submissions

Proposals received after the stipulated closing date and time shall be automatically disqualified.

GI17 - Revision of Proposal

A Proposal submitted in accordance with these requirements may be amended by email provided the e-mail is received by the CCC Project Officer on or before the date and time set for the receipt of Proposals. The revision must be on the Proponent's letterhead or bear a signature that identifies the Proponent in accordance with GI15 1.(c), and must clearly identify the change(s) to be applied to the original Proposal. The revision must also include the information identified in GI15 1(d).

GI18 - Acceptance of Proposal

1. This RFP is not an offer or commitment and is not capable of being accepted to form a binding agreement. DFAIT reserves the right, in its sole discretion, to withdraw or modify the RFP at any time, to reject any and all Proposals for any reason, or no reason, and to enter into further discussions or interviews with any one or more Proponent.
2. In the case of error in the extension or addition of unit prices, the unit price will govern.
3. While DFAIT may enter into the Agreement or other contractual arrangement without prior negotiation, DFAIT reserves the right to negotiate with Proponents in Ottawa, Ontario, Canada.

GI19 - Disbursements

1. Disbursements for international travel that are reasonably incurred by the Project Monitor that are related to the Services and preapproved by the Project Authority shall be reimbursed to the Project Monitor in accordance with current Treasury Board of Canada Travel Policy. International airfares will be reimbursed from the departure airport in the Kyrgyz Republic. Travel costs under this item include airfare, hotels, meals, and incidentals as identified in the Treasury Board (TB) Travel Directive in effect for the date of travel:
(http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/menu-travel-voyage_e.asp).

For greater clarity, Paragraph 7.4 of the TB Special Travel Authorities shall apply:

“[DFAIT] will reimburse consultants for fares up to full-fare economy only. Contractors are required to seek the lowest possible airfares, including charters and other discounts for each trip, and to book immediately upon contract approval, in order to take advantage of the lowest fares. [DFAIT] retains the right to limit the reimbursement of the air portion when the lowest appropriate fare is not obtained.”.

GI20 - Debriefing

A debriefing will be provided, on request, only following entry by DFAIT into an Agreement with the successful Proponent. Should an unsuccessful Proponent desire a debriefing, the Proponent should notify the CCC Project Officer identified on the front page of the RFP. The debriefing will be in writing.

GI21 - Financial Confirmations

1. The Proponent must provide a written confirmation that all corporate entities whose financial capacity is represented in the financial statement provided are willing to provide a cross guarantee for the Project should it be requested prior to contract award.
2. The Proponent must provide a written statement from the principal banker of the Proponent confirming that the accounts of the Proponent are in good standing.

GI22 - Performance Evaluation

Proponents shall take note that the performance of the Service Provider during and upon completion of the Services shall be evaluated by DFAIT and CCC. The evaluation will include all or some of the following criteria: Construction Supervision, Quality of Results, Management, Time and Cost. Should the Service Provider's performance be considered unsatisfactory, the Service Provider may be declared ineligible for future contracts with Her Majesty.

F. Proposal Requirements and Evaluation

1. GENERAL REQUIREMENTS

1.1 FORMAT

The following format should be implemented when preparing the Proposal:

- 1.1.1 Paper size - 216mm x 279mm (8.5" x 11");
- 1.1.2 Minimum font size - 11 point Times or equal;
- 1.1.3 Minimum margins - 12 mm left, right, top, and bottom;
- 1.1.4 Double-sided submissions are preferred;
- 1.1.5 One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper; and
- 1.1.6 279mm x 432 mm (11" x 17") foldout sheets for spreadsheets, organization charts etc. will be counted as two pages.

1.2 ORDER

The order of the content of the Proposal should follow the order established in the RFP.

1.3 ELECTRONIC TRANSMISSIONS

Due to the nature of this process, complete electronic copies (in Adobe Acrobat PDF format) of the technical component as well as the price component (in separate files), along with supporting information, are required to allow a proper evaluation to be conducted.

Revisions to Proposals may also be sent electronically, in accordance with GI 17 (Section E above).

Proponents shall limit the size of their transmissions to no more than:
20 MB (20,971,520 bytes).

2. PROPOSAL REQUIREMENTS

2.1 Submit one original of the Technical Component of the Proposal by email. Include, in a separate Adobe Acrobat PDF format file, one original of the completed Price Component Form, attached as Appendix B herein.

2.2 Maximum number of pages including text and graphics: thirty (30).

2.3 The following contents are not included as part of the maximum page limitation noted in 2.2:

- Covering letter (optional - contents not evaluated);
- Price Component Form (Appendix B);
- Completed and signed Declaration Form (Appendix C);
- Front page of the RFP;
- Front page of revision(s) to the RFP;
- Section Dividers not containing technical information; and
- Financial Confirmations provided as per GI21.

2.4 Any pages which extend beyond the maximum limits indicated above will be extracted from the Proposal and will not be considered part of the Proposal and will not be evaluated.

3. MANDATORY REQUIREMENTS

Failure to meet these mandatory requirements will render the Proposal non-responsive and no further evaluation will be carried out:

3.1 Declaration Form

Proponents must complete, sign and submit the Declaration Form found in Appendix C.

3.2 Minimum Score

Proponents must achieve a minimum Total Score of 50%, and a minimum Technical Score of 60%.

3.3 Complete and submit the Price Component Form (Appendix B).

4. RATED REQUIREMENTS

4.1 Achievements of the Proponent on Project Monitoring Services:

Describe the Proponent's accomplishments, achievements and experience as contractor within the last 8 years by providing a list of two projects on which the Proponent has performed the services more fully described in the Contract Brief section 3.2.

Information that should be supplied:

- Relevant experience related to project monitoring for containment laboratory construction in developing geographical regions of the world;
- Clearly indicate how these projects and experience are comparable to the analyses outlined in Section 3.2.1 of the Contract Brief;
- Previous experience with the Canadian Federal government;
- Client references – name, address, phone and fax numbers of client contact at working level (references may be checked);
- Clearly identify experience of the Proponent in the Kyrgyz Republic, including experience liaising and engaging with the Government of the Kyrgyz Republic; and
- Identify anyone who is assigned to the Project who possesses language proficiency in reading, writing and speaking in the Russian and/or Kyrgyz languages, and clearly describe the level of ability.

4.2 Biosafety Level 3 (BSL3) Containment Experience and Capabilities:

Describe the Proponent's experience and knowledge of BSL3 Containment laboratories.

Information that should be supplied:

- Relevant experience, knowledge and understanding of the design, construction and commissioning of BSL3 containment laboratories for human and animal health;
- Understanding of biosecurity and the integration of physical security into biosafety and biocontainment;
- Knowledge and understanding of the relevant and appropriate standards, guidelines and best practices in the construction and commissioning of BSL3 laboratories;
- Clearly identify international experience that would be relevant, as well as an asset, in the performance of this requirement;
- Previous experience with the Canadian Federal government;
- Professional accreditations;
- Accomplishments, achievements, awards; and
- Client references – name, address, phone and fax numbers of client contact at working level (references may be checked).

4.3 Understanding of the Service Requirements:

The Proponent should demonstrate understanding of the goals of the service requirements for the Project, the technical requirements, the constraints and the issues that will shape the end-product.

Information that should be supplied:

- The technical requirements;
- Significant issues, challenges and constraints anticipated during the delivery of the Services;
- Project schedule and cost (review schedule and cost information and assess risk management elements that may affect the Project); and
- Knowledge of the goals and objectives of the Global Partnership Program.

4.4 Scope of Services:

The Proponent should demonstrate capability to provide Services identified in the Contract Brief and meet challenges and to provide a plan of action.

Information that should be supplied:

- Scope of Services - detailed list of services;
- Work Plan - detailed breakdown of work tasks and deliverables;
- Schedule - proposed schedule for provision of the Services;
- Quality Control and Document Management Systems;
- Risk Management strategy; and
- Cost Plan for the delivery of the Services based upon equal monthly instalment payments.

4.5 Management of Services:

The Proponent should describe how it proposes to perform the Services and meet the constraints; how the Services will be managed to ensure continuing and consistent control as well as production and communication efficiency.

Information that should be supplied:

- Confirm the makeup of the full Proponent team, including the names of the Proponent and any sub-contractors, and their roles in the provision of the Services;
- Identification of back-up that will be committed for the Proponent;
- Reporting relationships;
- Communication strategies; and
- Response time: demonstrate how the response time requirements will be met.

5. THE PRICE COMPONENT

5.1 Refer to GI 6 (Section E above) and Price Component Form for pricing requirements.

5.2 Refer to GI 2 (Section E above), item 2.2.4 for the formula for scoring price components.

6. FINAL SELECTION

6.1 SELECTION PROCEDURE

Refer to GI 2 of the General Instructions (Section E above) for an overview of the Evaluation and Selection Procedure.

6.2 MAXIMUM POSSIBLE TOTAL POINTS

Rating	Possible Range
Technical Score	0 – 60
Price Score	0 – 40
Total Score	0 – 100

6.3 RECOMMENDATION

The Proponent receiving the highest combined Total Score (see 6.2 above) is the first entity that the Evaluation Board will recommend as being the successful Proponent, and DFAIT may either enter into negotiations with or award the Agreement to that Proponent in the capacity as Service Provider on the basis of the Agreement. In the case of a tie, the Proponent having the higher Price Rating will be recommended.

7. TECHNICAL EVALUATION SCORING SUMMARY

Criterion	Possible Range
Achievements of the Proponent on Project Monitoring Services	0 – 15
BSL3 Containment Experience and Capabilities	0 – 10
Understanding of the Requirement	0 – 10
Scope of Work	0 – 10
Management of Work	0 – 15
Total Technical Score	0 – 60

8. PROPOSAL SUBMISSION CHECKLIST

The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete Proposal. It is however the sole responsibility of the Proponent to meet all Proposal requirements.

Please follow detailed instructions contained in GI 15 "Submission of Proposal" (Section E above). Proponents may choose to introduce their Proposals with a cover letter.

- Declaration / Certification (Appendix C) - completed and signed.
- Proposal - one signed original of the Technical Proposal.
- Financial confirmations described in GI 21.
- Front page(s) of any Proposal amendment - completed and signed.

In a separate Adobe Acrobat PDF format file or fax:

- Price Component Form (Appendix B) – one original completed and submitted.