



**REQUEST FOR PROPOSALS (RFP)
AMENDMENT 001**

Subject:

Temporary Help Services
1- Senate Driver 2- Maintenance Person

For further details, please refer to the Statement of Requirement attached as **Part 3** of this document.

Issue Date: July 29, 2013	Closing Date and Time: August 2, 2013, at 11:00 AM	RFP No: SEN-005 13-14
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SENATE INFORMATION

Delivery address by mail:		Delivery address by hand:
The Senate of Canada Finance and Procurement Directorate Parliament Buildings Ottawa, Ontario K1A 0A4 Attn: David Brazeau		The Senate of Canada Finance and Procurement Directorate 40 Elgin Street, 11 th Floor Ottawa, ON K1A 0A4 Attn: David Brazeau
Contact:	Telephone no:	PLEASE MARK ALL CORRESPONDANCE AND ENVELOPES WITH THE RFP NUMBER INDICATED ABOVE. ELECTRONIC BIDS WILL NOT BE ACCEPTED.
David Brazeau Contracting Officer	613-947-1932 E-mail: brazed@sen.parl.gc.ca	

SUPPLIER SIGNATURE BLOCK

The bidder offers and agrees to provide the Senate of Canada, upon the terms and conditions set out herein, including attachments to this document the goods or services listed herein and on any attachment at the price(s) set out therefor.

PLEASE COMPLETE, SIGN, INITIAL BOTTOM OF EACH PAGES AND RETURN ALL DOCUMENTS ENCLOSED WITH YOUR RESPONSE.

Name of Firm: _____

Authorized Signature: _____

Name: _____

Position Title: _____

E-Mail Address: _____

GST Registration or Business Number: _____

Date: _____ **Telephone no.** _____ **Fax:** _____

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The purpose of this amendment is to:

-Advise Bidders of the questions and answers

Question 1:

In the RFP, you mention the security clearance. Can you specify the level required?

Answer 1:

The Senate holds and attributes its own security clearances. The supplier will be responsible for completing and submitting the necessary forms, following contract award.

Question 2:

In the assessment of hours at Part 5, are these hours for one year of services? For example, the driver is required for 42 hours during the year?

Answer 2:

Hours specified in Part 5 are an estimate of the number of hours required for a year.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.