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11 Laurier St. / 11, rue Laurier

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Québec

K1A 0S5

Bid Fax: (819) 997-9776

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St. / 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

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| Title - Sujet Events Planning and Management-CFC | |
| Solicitation No. - N° de l'invitation W8160-130009/C | Date 2013-09-30 |
| Client Reference No. - N° de référence du client W8160-13-0009 | Amendment No. - N° modif. 001 |
| File No. - N° de dossier cx027.W8160-130009 | CCC No./N° CCC - FMS No./N° VME |
| GETS Reference No. - N° de référence de SEAG PW-\$\$CX-027-63560 | |
| Date of Original Request for Standing Offer 2013-09-25 | |
| Date de la demande de l'offre à commandes originale | |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-10-16 | |
| Time Zone Fuseau horaire Eastern Standard Time EST | |
| Address Enquiries to: - Adresser toutes questions à: Buck(CX Div.), Daniel | Buyer Id - Id de l'acheteur cx027 |
| Telephone No. - N° de téléphone (613) 998-8588 () | FAX No. - N° de FAX (613) 993-2581 |
| Delivery Required - Livraison exigée | |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: | |
| Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre. | |

Instructions: See Herein

Instructions: Voir aux présentes

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| Acknowledgement copy required Accusé de réception requis | Yes - Oui <input type="checkbox"/> | No - Non <input type="checkbox"/> |
| The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre. | | |
| Signature | Date | |
| Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie) | | |
| For the Minister - Pour le Ministre | | |

AMENDMENT 001

The purpose of this amendment is to:

A) Revise the following:

1) Delete M.2 Experience of Proposed Resources in its entirety and replace with:

M.2 EXPERIENCE OF PROPOSED RESOURCES

The Offeror must identify three (3) resources - one (1) Primary Senior Event Manager and two (2) Back-up Senior Event Managers.

The Offeror must identify two (2) event management project samples for each of the Primary Senior Event Manager and the Back-up Senior Event Managers. The same event management project sample may not be used to demonstrate the experience of more than one proposed resource. An event planned by a Primary or Back-up Senior Event Manager on behalf of a firm other than the Offeror will be accepted.

For each event:

- The event start date must have been after July 1, 2008;
- The firm's assigned portion of the overall budget must have been at least \$200,000 (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);
- A minimum of 100 delegates, including delegates having at least (1) of the following profiles: a) senior ranking (Major/Lieutenant-Commander or higher) domestic and foreign military officials; b) Government of Canada executives; or c) domestic or foreign private sector executives (Senior Management or higher), must have been in attendance;
- The firm must have been on-site for three (3) days or more. "On-site" is defined as one or more of the firm's resources having been at the event location(s) and/or travelling with the delegates;
- The provision of all of the following event management services must have been required: accommodations, hospitality, and transportation.

The Offeror must provide the following information for each of the six (6) event management project samples submitted:

- a) Name of the Primary or Back-up Senior Event Manager responsible for managing the event;
- b) Client;
- c) Client contact;
- d) Description of the event;
- e) Event start date;
- f) Number of delegates in attendance;
- g) Profile of delegates in attendance [i.e. the sector (private, public or military), ranks or positions, and country(ies) of origin of the delegates];
- h) Number of days the firm was on-site; and
- i) List of events management services provided.

By submitting a project for evaluation, the Offeror confirms that the total dollar value of the project sample was as defined herein.

To better understand the event management project samples submitted for the mandatory criteria M.2, please complete the "M.2 Experience of Proposed Resources - Sample Fact Sheet", located in Appendix "1", for each of the six (6) samples.

2) Delete M.3 Event Management Projects in its entirety and replace with:

M.3 EVENT MANAGEMENT PROJECTS

The Offeror must identify three (3) event management projects executed by the Offeror.

Each resource proposed in M.2 must have managed one (1) event. The same event management project sample may not be used to demonstrate the experience of more than one proposed resource. However, the Offeror may identify an event management project or projects which was/were previously identified under M.2 Experience of Proposed Resources. An event managed by a proposed resource on behalf of a firm other than the Offeror will not be accepted.

Two (2) of the events must have been located at international venues (ie. must have taken place outside of Canada). Of these two (2) international events, only one (1) may have been located within the United States of America.

For each event:

- The event start date must have been after July 1, 2008;
- The firm's assigned portion of the overall budget must have been at least \$85,000 (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);
- A minimum of 40 delegates, including delegates having at least (1) of the following profiles: a) senior ranking (Major/Lieutenant-Commander or higher) domestic and foreign military officials; b) Government of Canada executives; or c) domestic or foreign private sector executives (Senior Management or higher), must have been in attendance;
- The firm must have been on-site for three (3) days or more. "On-site" is defined as one or more of the firm's resources having been at the event location(s) and/or travelling with the delegates; and
- The provision of all of the following event management services must have been required: accommodations, hospitality, and transportation.

The Offeror must provide the following information for each of the three (3) event management project samples submitted:

- a) Name of the Primary or Back-up Senior Event Manager responsible for managing the event;
- b) Client;
- c) Client contact;
- d) Description of the event;
- e) Event start date;
- f) Event location;
- g) Number of delegates in attendance;
- h) Profile of delegates in attendance [ie. the sector (private, public or military), ranks or positions, and country(ies) of origin of the delegates];

- i) Number of days the firm was on-site; and
- j) List of events management services provided.

By submitting a project for evaluation, the Offeror confirms that the total dollar value of the project sample was as defined herein.

The Offeror must provide a letter of reference for each of the three (3) event management project samples submitted. Each letter of reference must be from the client for the event management project sample and be addressed to the Offeror. The Senior Event Manager who worked on the project must be named in the letter of reference. The letter of reference must indicate the client's satisfaction with the performance of the Offeror.

To better understand the event management project samples submitted for the mandatory criteria M.3, please complete the "M.3 Experience of the Firm - Sample Fact Sheet", located in Appendix "2", for each of the three (3) samples.

- 3) Delete article 5.4.1 Qualified Resources under Part 7 Standing Offer and Resulting Contract Clauses in its entirety and replace with:

5.4.1 Qualified Resources

The resources qualified to perform work under the Standing Offer are (*To be inserted by the Standing Offer Authority prior to Standing Offer award.*):

| | Resources | | |
|----------------------|-----------|------------|------------|
| | Primary | Back-up #1 | Back-up #2 |
| Senior Event Manager | | | |

- 4) Delete the evaluation grid for M.2 Experience of Proposed Resources in its entirety and replace with:

| Evaluation Criteria | Met | Not met |
|--|-----|---------|
| M.2 EXPERIENCE OF PROPOSED RESOURCES | | |
| The Offeror must identify three (3) resources - one (1) Primary Senior Event Manager and two (2) Back-up Senior Event Managers. | | |
| The Offeror must identify two (2) event management project samples for <u>each</u> of the Primary Senior Event Manager and the Back-up Senior Event Managers. The same event management project sample <u>may not</u> be used to demonstrate the experience of more than one proposed resource. An event planned by a Primary or Back-up Senior Event Manager on behalf of a firm other than the Offeror will be accepted. | | |
| Event Management Project Sample #1 - Primary Senior Event Manager: <ul style="list-style-type: none"> a) The event start date must have been after July 1, 2008; b) The firm's assigned portion of the overall budget must have been at least \$200,000 (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes); | | |

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| <p>c) A minimum of 100 delegates, including delegates having at least (1) of the following profiles: a) senior ranking (Major/Lieutenant-Commander or higher) domestic and foreign military officials; b) Government of Canada executives; or c) domestic or foreign private sector executives (Senior Management or higher), must have been in attendance;</p> <p>d) The firm must have been on-site for three (3) days or more. "On-site" is defined as one or more of the firm's resources having been at the event location(s) and/or travelling with the delegates;</p> <p>e) The provision of all of the following event management services must have been required: accommodations, hospitality, and transportation.</p> <p>The Offeror must provide the following information:</p> <p>a) Name of the Primary or Back-up Senior Event Manager responsible for managing the event;</p> <p>b) Client;</p> <p>c) Client contact;</p> <p>d) Description of the event;</p> <p>e) Event start date;</p> <p>f) Number of delegates in attendance;</p> <p>g) Profile of delegates in attendance [ie. the sector (private, public or military), ranks or positions, and country(ies) of origin of the delegates];</p> <p>h) Number of days the firm was on-site; and</p> <p>i) List of events management services provided.</p> <p>By submitting a project for evaluation, the Offeror confirms that the total dollar value of the project sample was as defined herein.</p> | | |
| <p><u>Event Management Project Sample #2 - Primary Senior Event Manager:</u></p> <p>a) The event start date must have been after July 1, 2008;</p> <p>b) The firm's assigned portion of the overall budget must have been at least \$200,000 (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);</p> <p>c) A minimum of 100 delegates, including delegates having at least (1) of the following profiles: a) senior ranking (Major/Lieutenant-Commander or higher) domestic and foreign military officials; b) Government of Canada executives; or c) domestic or foreign private sector executives (Senior Management or higher), must have been in attendance;</p> <p>d) The firm must have been on-site for three (3) days or more. "On-site" is defined as one or more of the firm's resources having been at the event location(s) and/or travelling with the delegates;</p> <p>e) The provision of all of the following event management services must have been required: accommodations, hospitality, and transportation.</p> <p>The Offeror must provide the following information:</p> <p>a) Name of the Primary or Back-up Senior Event Manager responsible for managing the event;</p> <p>b) Client;</p> <p>c) Client contact;</p> <p>d) Description of the event;</p> <p>e) Event start date;</p> <p>f) Number of delegates in attendance;</p> | | |

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| <p>g) Profile of delegates in attendance [ie. the sector (private, public or military), ranks or positions, and country(ies) of origin of the delegates];</p> <p>h) Number of days the firm was on-site; and</p> <p>i) List of events management services provided.</p> <p>By submitting a project for evaluation, the Offeror confirms that the total dollar value of the project sample was as defined herein.</p> | | |
| <p><u>Event Management Project Sample #3 - Back-up Senior Event Manager #1:</u></p> <p>a) The event start date must have been after July 1, 2008;</p> <p>b) The firm's assigned portion of the overall budget must have been at least \$200,000 (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);</p> <p>c) A minimum of 100 delegates, including delegates having at least (1) of the following profiles: a) senior ranking (Major/Lieutenant-Commander or higher) domestic and foreign military officials; b) Government of Canada executives; or c) domestic or foreign private sector executives (Senior Management or higher), must have been in attendance;</p> <p>d) The firm must have been on-site for three (3) days or more. "On-site" is defined as one or more of the firm's resources having been at the event location(s) and/or travelling with the delegates;</p> <p>e) The provision of all of the following event management services must have been required: accommodations, hospitality, and transportation.</p> <p>The Offeror must provide the following information:</p> <p>a) Name of the Primary or Back-up Senior Event Manager responsible for managing the event;</p> <p>b) Client;</p> <p>c) Client contact;</p> <p>d) Description of the event;</p> <p>e) Event start date;</p> <p>f) Number of delegates in attendance;</p> <p>g) Profile of delegates in attendance [ie. the sector (private, public or military), ranks or positions, and country(ies) of origin of the delegates];</p> <p>h) Number of days the firm was on-site; and</p> <p>i) List of events management services provided.</p> <p>By submitting a project for evaluation, the Offeror confirms that the total dollar value of the project sample was as defined herein.</p> | | |
| <p><u>Event Management Project Sample #4 - Back-up Senior Event Manager #1:</u></p> <p>a) The event start date must have been after July 1, 2008;</p> <p>b) The firm's assigned portion of the overall budget must have been at least \$200,000 (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);</p> <p>c) A minimum of 100 delegates, including delegates having at least (1) of the following profiles: a) senior ranking (Major/Lieutenant-Commander or higher) domestic and foreign military officials; b) Government of Canada executives; or c) domestic or foreign private sector executives (Senior Management or higher), must have been in attendance;</p> | | |

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| <p>d) The firm must have been on-site for three (3) days or more. "On-site" is defined as one or more of the firm's resources having been at the event location(s) and/or travelling with the delegates;</p> <p>e) The provision of all of the following event management services must have been required: accommodations, hospitality, and transportation.</p> <p>The Offeror must provide the following information:</p> <p>a) Name of the Primary or Back-up Senior Event Manager responsible for managing the event;</p> <p>b) Client;</p> <p>c) Client contact;</p> <p>d) Description of the event;</p> <p>e) Event start date;</p> <p>f) Number of delegates in attendance;</p> <p>g) Profile of delegates in attendance [ie. the sector (private, public or military), ranks or positions, and country(ies) of origin of the delegates];</p> <p>h) Number of days the firm was on-site; and</p> <p>i) List of events management services provided.</p> <p>By submitting a project for evaluation, the Offeror confirms that the total dollar value of the project sample was as defined herein.</p> | | |
| <p><u>Event Management Project Sample #5 - Back-up Senior Event Manager #2:</u></p> <p>a) The event start date must have been after July 1, 2008;</p> <p>b) The firm's assigned portion of the overall budget must have been at least \$200,000 (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);</p> <p>c) A minimum of 100 delegates, including delegates having at least (1) of the following profiles: a) senior ranking (Major/Lieutenant-Commander or higher) domestic and foreign military officials; b) Government of Canada executives; or c) domestic or foreign private sector executives (Senior Management or higher), must have been in attendance;</p> <p>d) The firm must have been on-site for three (3) days or more. "On-site" is defined as one or more of the firm's resources having been at the event location(s) and/or travelling with the delegates;</p> <p>e) The provision of all of the following event management services must have been required: accommodations, hospitality, and transportation.</p> <p>The Offeror must provide the following information:</p> <p>a) Name of the Primary or Back-up Senior Event Manager responsible for managing the event;</p> <p>b) Client;</p> <p>c) Client contact;</p> <p>d) Description of the event;</p> <p>e) Event start date;</p> <p>f) Number of delegates in attendance;</p> <p>g) Profile of delegates in attendance [ie. the sector (private, public or military), ranks or positions, and country(ies) of origin of the delegates];</p> <p>h) Number of days the firm was on-site; and</p> <p>i) List of events management services provided.</p> | | |

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| By submitting a project for evaluation, the Offeror confirms that the total dollar value of the project sample was as defined herein. | | |
| <p>Event Management Project Sample #6 -Back-up Senior Event Manager #2:</p> <ul style="list-style-type: none"> a) The event start date must have been after July 1, 2008; b) The firm's assigned portion of the overall budget must have been at least \$200,000 (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes); c) A minimum of 100 delegates, including delegates having at least (1) of the following profiles: a) senior ranking (Major/Lieutenant-Commander or higher) domestic and foreign military officials; b) Government of Canada executives; or c) domestic or foreign private sector executives (Senior Management or higher), must have been in attendance; d) The firm must have been on-site for three (3) days or more. "On-site" is defined as one or more of the firm's resources having been at the event location(s) and/or travelling with the delegates; e) The provision of all of the following event management services must have been required: accommodations, hospitality, and transportation. <p>The Offeror must provide the following information:</p> <ul style="list-style-type: none"> a) Name of the Primary or Back-up Senior Event Manager responsible for managing the event; b) Client; c) Client contact; d) Description of the event; e) Event start date; f) Number of delegates in attendance; g) Profile of delegates in attendance [ie. the sector (private, public or military), ranks or positions, and country(ies) of origin of the delegates]; h) Number of days the firm was on-site; and i) List of events management services provided. <p>By submitting a project for evaluation, the Offeror confirms that the total dollar value of the project sample was as defined herein.</p> | | |
| Comments: | | |
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5) Delete the evaluation grid for M.3 Event Management Projects in its entirety and replace with:

| Evaluation Criteria | Met | Not met |
|---|-----|---------|
| M.3 EVENT MANAGEMENT PROJECTS | | |
| The Offeror must identify three (3) events management projects executed by the Offeror. | | |

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| Each resource proposed in M.2 must have managed one (1) event. The same event management project sample <u>may not</u> be used to demonstrate the experience of more than one proposed resource. However, the Offeror may identify an event management project or projects which was/were previously identified under M.2 Experience of Proposed Resources. An event managed by a proposed resource on behalf of a firm other than the Offeror <u>will not be accepted</u> . | | |
| Two (2) of the events must have been located at international venues (ie. must have taken place outside of Canada). Of these two (2) international events, only one (1) may have been located within the United States of America. | | |
| The Offeror must provide a letter of reference for <u>each</u> of the three (3) event management project samples submitted. Each letter of reference must be from the client for the event management project sample and be addressed to the Offeror. The Senior Event Manager who worked on the project must be named in the letter of reference. The letter of reference must indicate the client's satisfaction with the performance of the Offeror. | | |
| <p><u>Event Management Project Sample #1 - Primary Senior Event Manager:</u></p> <ul style="list-style-type: none"> a) The event start date must have been after July 1, 2008; b) The firm's assigned portion of the overall budget must have been at least \$85,000 (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes); c) A minimum of 40 delegates, including delegates having at least (1) of the following profiles: a) senior ranking (Major/Lieutenant-Commander or higher) domestic and foreign military officials; b) Government of Canada executives; or c) domestic or foreign private sector executives (Senior Management or higher), must have been in attendance; d) The firm must have been on-site for three (3) days or more. "On-site" is defined as one or more of the firm's resources having been at the event location(s) and/or travelling with the delegates; and e) The provision of all of the following event management services must have been required: accommodations, hospitality, and transportation. <p>The Offeror must provide:</p> <ul style="list-style-type: none"> a) Name of the Primary or Back-up Senior Event Manager responsible for managing the event; b) Client; c) Client contact; d) Description of the event; e) Event start date; f) Event location; g) Number of delegates in attendance; h) Profile of delegates in attendance [ie. the sector (private, public or military), ranks or positions, and country(ies) of origin of the delegates]; i) Number of days the firm was on-site; and j) List of events management services provided. <p>By submitting a project for evaluation, the Offeror confirms that the total dollar value of the project sample was as defined herein.</p> | | |
| <p><u>Event Management Project Sample #2 - Back-up Senior Event Manager #1:</u></p> <ul style="list-style-type: none"> f) The event start date must have been after July 1, 2008; g) The firm's assigned portion of the overall budget must have been at least \$85,000 (including professional fees, direct expenses, | | |

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| <p>sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);</p> <p>h) A minimum of 40 delegates, including delegates having at least (1) of the following profiles: a) senior ranking (Major/Lieutenant-Commander or higher) domestic and foreign military officials; b) Government of Canada executives; or c) domestic or foreign private sector executives (Senior Management or higher), must have been in attendance;</p> <p>i) The firm must have been on-site for three (3) days or more. "On-site" is defined as one or more of the firm's resources having been at the event location(s) and/or travelling with the delegates; and</p> <p>j) The provision of all of the following event management services must have been required: accommodations, hospitality, and transportation.</p> <p>The Offeror must provide:</p> <p>a) Name of the Primary or Back-up Senior Event Manager responsible for managing the event;</p> <p>b) Client;</p> <p>c) Client contact;</p> <p>d) Description of the event;</p> <p>e) Event start date;</p> <p>f) Event location;</p> <p>g) Number of delegates in attendance;</p> <p>h) Profile of delegates in attendance [ie. the sector (private, public or military), ranks or positions, and country(ies) of origin of the delegates];</p> <p>i) Number of days the firm was on-site; and</p> <p>j) List of events management services provided.</p> <p>By submitting a project for evaluation, the Offeror confirms that the total dollar value of the project sample was as defined herein.</p> | | |
| <p><u>Event Management Project Sample #3 - Back-up Senior Event Manager #2:</u></p> <p>a) The event start date must have been after July 1, 2008;</p> <p>b) The firm's assigned portion of the overall budget must have been at least \$85,000 (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);</p> <p>c) A minimum of 40 delegates, including delegates having at least (1) of the following profiles: a) senior ranking (Major/Lieutenant-Commander or higher) domestic and foreign military officials; b) Government of Canada executives; or c) domestic or foreign private sector executives (Senior Management or higher), must have been in attendance;</p> <p>d) The firm must have been on-site for three (3) days or more. "On-site" is defined as one or more of the firm's resources having been at the event location(s) and/or travelling with the delegates; and</p> <p>e) The provision of all of the following event management services must have been required: accommodations, hospitality, and transportation.</p> <p>The Offeror must provide:</p> <p>a) Name of the Primary or Back-up Senior Event Manager responsible for managing the event;</p> <p>b) Client;</p> <p>c) Client contact;</p> <p>d) Description of the event;</p> | | |

Solicitation No. - N° de l'invitation

W8160-130009/C

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

cx027

Client Ref. No. - N° de réf. du client

W8160-13-0009

File No. - N° du dossier

cx027W8160-130009

CCC No./N° CCC - FMS No/ N° VME

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| e) Event start date; f) Event location; g) Number of delegates in attendance; h) Profile of delegates in attendance [ie. the sector (private, public or military), ranks or positions, and country(ies) of origin of the delegates]; i) Number of days the firm was on-site; and j) List of events management services provided. | | |
| By submitting a project for evaluation, the Offeror confirms that the total dollar value of the project sample was as defined herein. | | |
| Comments: | | |
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**ALL OTHER TERMS AND CONDITIONS OF THE
REQUEST FOR STANDING OFFER (RFSO) REMAIN UNCHANGED.**