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11 Laurier St. / 11, rue Laurier

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Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**Revision to a Request for Supply
Arrangement - Révision à une demande
pour un arrangement en matière
d'approvisionnement**

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

Ce document est par la présente révisé; sauf
indication contraire, les modalités de l'invitation
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

Title - Sujet EVENT MANAGEMENT SERVICES	
Solicitation No. - N° de l'invitation EN578-133309/C	Date 2013-10-02
Client Reference No. - N° de référence du client EN578-13-3309	Amendment No. - N° modif. 001
File No. - N° de dossier cx027.EN578-133309	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-027-63547	
Date of Original Request for Supply Arrangement 2013-09-23 Date de demande pour un arrangement en matière d'app. originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-10-22	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 solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

Instructions: See Herein

Instructions: Voir aux présentes

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) Respond to bidder's questions:

Question 1: What is considered a physical place of business? Is a home office considered a physical place of business?

Answer 1: For the purpose of M.1 Experience of the Firm, a physical place of business refers to the location where the supplier is registered to conduct their business.

Question 2 : This is the first time this has been a mandatory requirement. It is felt that this should not be a mandatory but a desirable. Often clients pre-select and pre-book hotels and even flights for their delegates etc. As suppliers we cannot control what the client does and are often obligated to follow up on contracts the client has put in place. It is strongly recommended that M4 be removed as a mandatory.

Answer 2 : M.4 Environmental Consideration will remain a mandatory criterion of the Request for Supply Arrangement. For the purpose of the action plan for transportation logistics, the plan must address only those aspect that are under the supplier's control.

Question 3 : Perhaps item 3 Security Requirement - should become a mandatory item as you have indicated that "the following conditions MUST be met"

Answer 3 : Before issuance of a supply arrangement, Suppliers must meet the specified security requirement as specified in Part 4 Evaluation Procedures and Basis of Selection. Suppliers whom have submitted an arrangement meeting all mandatory technical evaluation criteria will not be issued a supply arrangement until they have met the conditions as specified in Section 3 Security Requirement of Part 4 Evaluation Procedures and Basis of Selection.