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**Bid Receiving - PWGSC / Réception des soumissions -
TPSGC**

11 Laurier St. / 11, rue Laurier

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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 2013-10-07 |
| Client Reference No. - N° de référence du client EN578-13-3309 | Amendment No. - N° modif. 003 |
| 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 | Yes - Oui | No - Non |
| Accusé de réception requis | <input type="checkbox"/> | <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 003

The purpose of this amendment is to:

A) Respond to bidder's questions:

Question 5: Reference page 11, M.2 "Projects submitted where the work was performed by one (1) or more of the Supplier's resources on behalf of another supplier will not be accepted."

The "resource(s) mentioned in M.2, must he/she/they be current employees of the Supplier?

Reference page 45 (Annex "E" Sample Criteria), "The bidder must identify at least one (1) but no more than three (3) individuals for each of the following categories of personnel. All of the individuals proposed must be employees of the Bidder. For purposes of this Mandatory Requirement, an "employee" is defined as an individual who has been hired by the Bidder to perform work for the firm on a full-time basis, and who is not a freelancer, contract, sub-contracted, or part-time resource.

Answer 5 (a): Part 4 Evaluation Procedures and Basis of Selection, Section 1.1.1 Mandatory Technical Criteria.

For the purposes of evaluation of M.2 Event Management Projects for the Request for Supply Arrangement, the identified resources must have been employees of the Supplier during the performance of the project.

Answer 5 (b): Annex "E" Sample Criteria for RFPS Issued under the Supply Arrangement, Mandatory Requirements

The mandatory criteria specified in Annex "E" are sample criteria for RFPs issued under resulting Supply Arrangements ONLY.

For the purpose of evaluating Requests For Proposals under the resulting Supply Arrangements, Bidders must propose resources as defined in M.2 Proposed Resources of Annex "E" Sample Criteria for RFPS issued under the supply arrangement.

Question 6 : Is it correct to believe that non-employees must be charged at actual cost to the Supplier (with invoice support) plus mark-up just like all other subcontracts and direct project-related expenses?

Answer 6 : Annex "B" Basis of Payment (for RFPs Issued under the Supply Arrangement)

Direct Expenses and Subcontracting charges must be charged at net cost plus any associated mark-up as specified in Annex "B" Basis of Payment (for RFPS Issued under the Supply Arrangement).

Question 7 : Reference M.3, what is considered bilingual? Do all or some employees have to be able to write and speak both languages, English and French?

Answer 7 : Part 4 Evaluation Procedures and Basis of Selection, Section 1.1.1 Mandatory Technical Criteria.

M.3 Language states "The Supplier must confirm that its firm is capable of providing services in both official languages (English and French)". It is not mandatory that each of the supplier's employee be able to write and speak English and French however, suppliers must be capable of providing event management services in English and French as required based of the specific requirement of each event.