

## Title: Supply Arrangements for Technical Services

### A. AMENDMENT TO THE REQUEST FOR SUPPLY ARRANGEMENTS

1. Bidders are advised that for the purpose of this RFSA only, DFATD has made forms Tech-2, Tech-3, Tech-4A, Tech-4B, Tech-4C and Fin-1 available for download and completion on the buyandsell website: <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-14-00655095>  
This hereby amends the response provided to Question 5 in Addendum 1.
2. Under Section 1: (ii) Data sheet, **REPLACE** reference to 11.12 and 11.13 **WITH** 11.13 and **11.14**.
3. In Section 4: Generic Terms of Reference, under 3.1 Description of Sectors and Sub-sectors, Sector 4: Institutional Performance and Relationships, **ADD** the following:

“For the purpose of this RFSA, the terms “multilateral partners” and “multilateral institutions” include the organizations found in the OECD-DAC list found at the following website: <http://www.oecd.org/dac/stats/annex2.htm>” .

### B. QUESTIONS AND ANSWERS

#### Question 1:

If an individual is qualified in more than one sub-sector within a sector, do we need to submit separate bids per sub-sector or do we submit one bid per person per sector, highlighting their experience in the different sub-sectors?

#### Answer 1:

As indicated in Section 1 (i) Instructions to Bidders (ITB) paragraphs 4.1 and 4.2, a Bidder is invited to submit one (1) proposal per sector, and can present one (1) or multiple proposed individuals in its proposal for that sector.

Although proposals are not being rated at the sub-sector level at this stage, experience in specific sub-sectors may be used as a criteria to shortlist Qualified Individuals in future Supply Arrangement solicitation processes (reference SA Section 1, paragraph 5.3.2 Requirements valued at less than two hundred thousand Canadian dollars (CAD \$200,000)).

#### Question 2:

a) In the Part I, Article 3 concerning Bidders and in regards to their eligibility, does an individual need to be registered and/or incorporated? I am not incorporated at present and I am not sure which registration is referred to here. I do have a Procurement Business Number but I do not know if this will be enough?

b) In the Part I, Article 4, do I understand correctly that an individual cannot express more than one expression of interest per sector which means for instance that if someone specialises in child protection and possesses the required qualifications for the 3 sub-sectors, that person should never the less send an expression of interest **ONLY** for one of the sub-sectors and not the other ones?

c) Reference is made to a 'Financial evaluation threshold' in various articles (incl. 11.15, 11.17, etc.). I am however unable to locate this 'Financial evaluation threshold'.

**Answer 2:**

a) As mentioned under Section 1: (i) Instruction to Bidders, paragraph 3.3, Bidders must be eligible to participate in this RFSA process. An individual is eligible so long as they have legal capacity to contract.

A Procurement Business Number should be sufficient, unless further information is requested by DFATD during the evaluation process.

b) Please see response to Question 1.

c) The Financial Evaluation threshold will only be determined during financial evaluations, as detailed under Section 1: (ii) Data Sheet, paragraph reference 11.15, Evaluation of Financial Proposals and Establishment of Financial Evaluation Thresholds.

**Question 3:**

As a self-employed bidder, it is difficult to determine and/or quantify the amounts required for the cost elements.

Since the instructions mention the word "if applicable", can it be assumed this component is not mandatory?

**Answer 3:**

It is up to Bidders to determine which costs elements apply and would therefore be included in their all-inclusive ceiling fees. The costs elements listed in 10.2 b) cannot be reimbursed separately.

Please note, if a Bidder does not comply with the provisions of paragraph 10.2, Pricing Basis, the Proposal will be rejected. (ref. paragraph 10.1).

**Question 4:**

a) What criteria will be used to evaluate qualifications for Sector 4 (Institutional Performance and Relationship) when it comes to Management or Project Management roles since by definition they are not technical services?

b) Which section(s) of your Evaluation Criteria (Section 5) applies to item a) above?

**Answer 4:**

a) All sectors will be rated based on the evaluation criteria in Section 5: Evaluation Criteria. Please refer to Addendum 1, Answer 3.

b) As mentioned in the answer above (4a)), no specific section applies to the question a).

**Question 5:**

- a) Where can I find Form FIN-1 for downloading?
- b) Where must Form Tech-2 signed? I do not see a specific space for the signature

**Answer 5:**

- a) Please see amendment 1 above.
- b) No signature is required for Form Tech-2. Bidders are requested to check or insert required information where specified in the form.

**Question 6:**

Do the pages submitted have to be one-sided or can it be two-sided to save paper?

**Answer 6:**

Pages can be double-sided, see Section 1: (i) Instruction to Bidders paragraph 7.10.

**Question 7:**

The title of Sector 4 suggests that it refers to all kind of institutional partners cooperating with Canada in advancing its Trade, Diplomacy and Development agenda. That would include donors, multilateral institutions, international financial institutions, inter governmental organizations, global programs, but also other GOC ministries, NGOs, Provincial governments, private sector, etc. In other words, all institutional partners.

On the other hand, the examples presented of activities under this sector focus on multilateral partners only.

Can you please clarify which institutions are (and are not) considered in this sector?

**Answer 7:**

DFATD considers multilateral institutions-partners, international financial institutions, inter-governmental organizations, global programs as institutional partners under Sector 4, but not other GOC ministries, NGOs, Provincial governments, private sector, etc.

Please see amendment to the description of Sector 4 above which clarifies which organizations are considered multilateral partners/institutions for the purpose of this RFSA.

**Question 8:**

Are the following activities included under "Institutional performance and relationships":

- a) Ensuring that other Government of Canada institutions providing assistance to the specific country (such as other ministries) focus on their areas of comparative advantage.
- b) Organizing or participating in development partner coordination, dialogue and knowledge sharing.
- c) Undertake background research and analysis (institutional assessment) on private sector partners working on the country to determine their suitability as DFATD partners.

**Answer 8:**

No. The description of activities under this sector focusses on multilateral partners/institutions only.

However, a Qualified Individual in any sector under Supply Arrangement with DFATD may be requested to perform activities that fall within the scope of work described in section 3.2 of the General Terms of Reference.

**Question 9:**

Are the Criteria and sub-criteria (R 1.1, R 2.1 - R 2.4, R 3.1) for Sector 4 only evaluated against multilateral institutions? Or, will education and experience in "institutional performance and relationships" with respect to non-multilateral institutions (e.g., government institutions, private sector institutions, civil society institutions, university institutions) be evaluated on an equal basis with multilateral institutional education/ experience?

**Answer 9:**

Please see amendment to the description of Sector 4 above which clarifies which organizations are considered multilateral partners/institutions for the purpose of this RFSA.

**Question 10:**

Does each individual within our organization complete Form-Tech 4A and Form-Tech 4B?

**Answer 10:**

As indicated in Section 1 (i), Instructions to Bidders, paragraph 9.5, Bidders are requested to submit Tech 4A, Tech 4B and Tech 4C for each Proposed Individual.

Further, in accordance with paragraph 11.11, where forms Tech 4A and Tech 4B are not provided for a Proposed Individual, DFATD will not evaluate the Proposed Individual.

**C. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**