

# Addendum 3

SEL.: 2015-CC77620-META-EVAL-01

**RFP Title:** Meta-Evaluation of Foreign Affairs, Trade and Development's Decentralized Evaluations

## A. AMENDMENT TO THE REQUEST FOR PROPOSAL

No amendment

## B. QUESTIONS AND ANSWERS

<b>Question 1</b>	<p>We have reviewed SEL.: 2015-CC77620-META-EVAL-1, Meta-Evaluation of Foreign Affairs, Trade and Development's Decentralized Evaluations and respectfully submits the following questions for clarification:</p> <p>Under form Tech-2, pgs. 26-29, the bidder is requested to complete the following certifications by filling in the appropriate spaces below. For many of the items, there is no space below to demonstrate our agreement to the terms and conditions set forth. How should the bidder display its compliance to the terms and conditions presented in Tech-2 since we must submit TECH-2?</p>
<b>Answer 1</b>	<p>Item under article 11.2 needs to be completed. The whole TECH-2 form needs to be included as the bidder needs to be compliant with the certifications.</p>
<b>Question 2</b>	<p>What is the maximum page length per CV that must be provided under Form Tech-6A on pg. 34?</p>
<b>Answer 2</b>	<p>As noted, TECH 6A is not applicable to this RFP.</p>
<b>Question 3</b>	<p>May the bidder include additional charts and/or tables in an annex section following the main technical proposal?</p>
<b>Answer 3</b>	<p>All provided information must be related to a requirement and respect the page limitation, except for TECHs 1, 2 and 3.</p>
<b>Question 4</b>	<p>In Section 4, pg. 41 there is a reference to previous meta-evaluations conducted in 2003 and 2008, and then again the 2008 meta-evaluation is referenced in Section 4 in the evaluation questions. Are these documents publicly available or can they be provided to bidders?</p>
<b>Answer 4</b>	<p>Please refer to Addendum 2, question 1.</p>
<b>Question 5</b>	<p>Section 4, pg. 42, indicates that DFATD does not systematically track evaluations aside from the 150 evaluations tracked through route 1. Is this to say that only these 150 will be included in the study or will the consultant be responsible for locating and including additional evaluations from the remaining three routes? If the latter, can DFATD please provide an estimate of the total number of evaluations expected to comprise the total universe of evaluations in the April 2009 – March 2014 time period?</p>
<b>Answer 5</b>	<p>Please refer to Addendum 2, question 1.</p>



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<b>Question 6</b>	Can you please clarify how we use Form Tech-4 to explain the 2 different projects (1) bidder's experience with meta-evaluations and 2) bidder's evaluation experience with international development evaluations)? Specifically, the bidder's evaluation experience with international development evaluations requires the bidder to fill out a key evaluations section and a detailed description of the methodology. Would this information also be required in the bidder's experience with meta-evaluations section?
<b>Answer 6</b>	TECH-4 needs to be completed with information pertaining to the Mandatory Requirements and the Technical Requirement (i.e. M1 and R1.1) in response to the questions M1 and R1.1.  Complete a second TECH-4 in response to the question R1.2
<b>Question 7</b>	Is the bidder allowed to submit the same assignment for both R1.1 and R1.2? If not, can you explain which boxes are applicable to R1.1 and R1.2?  Does R1.1 get 4 pages? Does R1.2 get 4 pages?
<b>Answer 7</b>	It is up to the bidder to choose the examples as long as they meet the requirements as indicated in the questions.  As per the answer to the second question, it is four (4) pages maximum per TECH-4.
<b>Question 8</b>	Section 6.4.1 states: "Unless otherwise specified in the SC, to guarantee the Consultant's performance, ten (10) percent of the total contract amount as specified in GC 6.1.1 will be subject to a holdback."  Can you please clarify how the holdback is administered? For example, are these funds withheld from first invoice payment?
<b>Answer 8</b>	The 10% holdback is applied to each invoice.
<b>Question 9</b>	The "Travel Directive, Appendix D - Allowances - Module 4 - Effective January 1, 2015" website, provides a private non-commercial accommodation allowance worldwide at 50 Canadian dollars, but it does not provide an allowance rate for Hotel accommodation in Canada,  Can you provide the accommodation allowance for Hotel (commercial accommodation) while in Canada, specifically for Quebec?
<b>Answer 9</b>	In this instance, the Travel Directive may apply, to Consultants while traveling in Canada. While in Canada, the Consultant should refer to the following Accommodations Directory: <a href="http://rehelv-acrd.tpsgc-pwgsc.gc.ca/index-eng.aspx">http://rehelv-acrd.tpsgc-pwgsc.gc.ca/index-eng.aspx</a> , for the city of Gatineau, in the province of Quebec.  Hotels not listed in the Accommodation Directory should be chosen only when a compelling reason exists to do so (no hotels are listed for a particular location, the only hotel listed in the directory poses safety concerns, and so on). Accommodation charges should then respect the city rate limit or foreign city limits specified in the directory for the city in question.  Also, Consultants should refer to the National Joint Council's Appendix C ( <a href="http://www.njc-cnm.gc.ca/directive/index.php?sid=98&amp;lang=eng">http://www.njc-cnm.gc.ca/directive/index.php?sid=98&amp;lang=eng</a> ) for meals and incidentals allowances while in Canada

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<b>Question 10</b>	<p>Under form Tech-3, pg. 30, question 5, the bidder is requested to provide a Procurement Business Number (PBN) issued by Public Works and Government Services Canada. We have the following related questions:</p> <p>If the offeror is a foreign company, is the offeror required to have a PBN to apply for this contract?</p> <p>Along those same lines, is a foreign offeror required to register with the Canada Revenue Agency?</p>
<b>Answer 10</b>	<p>The Bidder is encouraged to consult the following link (<a href="https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier">https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier</a>) for all questions regarding PBN number, registration with the Canada Revenue Agency and applicable taxes.</p>

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