

RFP 2016-D000030-1
Field Support Services Project in the Democratic Republic of the Congo (DRC)
Bidders Conference – Minutes

DATE: Tuesday 28th April, 2015

LOCATION: DFATD, 200, promenade du Portage, Room B-10003; and,
Canadian Embassy in the Democratic Republic of the Congo (DRC) located at
17, Pumpu Avenue, Commune de la Gombe, Kinshasa

TIME: 9:30 Ottawa time (EDT) - 14:30 Kinshasa, DRC time

AGENDA:

9:30 – 9:35 Registration of Attendance

9:35 – 9:40 Introduction and Explanation of Proceedings

- Guylaine Carrière (Director Contracting Services) made introductory remarks, facilitated a round-table introduction by the participants and explained the proceedings for the conference.

9:40 – 9:45 Welcoming Remarks

- Welcoming remarks from Mrs. Pereverzoff, located in Canada, Program Manager, DRC.
- Brief historical background and context of the Development Aid Program in DRC.
- Introduction of the FSSP.

9:45 – 10:30 Presentation to the Bidders

- Presentation by the facilitator at HQ: Guylaine Carrière presented an overview of the RFP document and process, including evaluation process as well as provided some guidance to the bidders to facilitate preparation of responsive proposals – copy of the presentation in English and French is attached.
- The presentation contained the Questions submitted by the bidders in advance of the bidder's conference and Answers were provided verbally. Facilitators provided answers to 3 questions (refer to Addendum 2 of the RFP).
- Additional inquiries from the attendance were noted and are answered through the formal addendum document (refer to Addendum 2 of the RFP).

10:30 – 10:35 Closing Remarks

- Presentation of key dates.
- In her closing remarks, Guylaine Carrière thanked bidders for their input and participation and encouraged submission of proposals.