

RFP 2015-D00021-1
Field Support Services Project in Vietnam
Bidders Conference – Minutes

DATE: Monday 27th April, 2015

LOCATION: DFATD, 200 Promenade du Portage, Room B-7010
Canadian Embassy in Vietnam, 31 Hung Vuong

TIME: 8:00 Ottawa time - 19:00 Hanoi, Vietnam time

AGENDA

8:00 – 8:10 Registration of Attendance

8:10 – 8:15 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.

8:15 – 8:20 Welcoming Remarks

- Welcoming remarks from Ms Reekie, Deputy Director, Development HANOI
- Brief historical background and context of the Development Aid Program in Vietnam.
- Introduction of the FSSP.

8:20 – 9:00 Presentation to the Bidders and Q&A session

- Presentation by the facilitators at HQ: Guylaine Carrière and Tatyana Nychyperovych 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. The facilitators answered questions received prior to the Bidder's Conference; responses are provided in Addendum 2 of the RFP.
- Additional inquiries from the attendance were noted and answered. Refer to Addendum 3 of the RFP.

9:00 – 9:10 Closing Remarks

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