

Q&A – RFP – DND-15/0003477 – Certified Project Management Training

Number	Questions/Answers/Amendments
Question 1:	<p>I would like to request clarification in the RFP submission process for DND-15/0003477 please.</p> <p><u>Reference Article 2.2b) and MT3</u></p> <p>In Article 2.2b), page 5 of 36 under Submission of Requirements, the Department of National Defence has indicated that e-mails exceeding five (5) megabytes may be rejected by the DND email system and/or firewalls without notice to the bidder or the Procurement Authority. Under mandatory 3 (MT3), bidders are requested to provide “<u>evidence</u> that includes courseware from previously delivered courses such as student manuals” to satisfy the requirement for content found in the current PMBOK and related to several process areas.</p> <p>Our student manuals in all cases exceed 5MBs and in many cases are as large as 20MBs. Please clarify how you would like to receive the student manuals as proof of compliance against MT3?</p>

Answer 1:

PART 2 – BIDDER INSTRUCTIONS, Section **2.1 Standard Instructions, Clauses and Conditions**, DELETE:

Section 07, **Delayed Bids** is deleted and replaced by:

It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.

PART 2 – BIDDER INSTRUCTIONS, Section **2.2 Submission of Bids** is DELETED in its entirety and REPLACED with the following:

2.2 Submission of Bids

- a. A bid delivered to the specified address below after the closing date but before the contract award date may be considered, provided the bidder can prove the delay is due solely to a delay in delivery that can be attributed to the Canada Post Corporation (CPC) (or national equivalent of a foreign country). Purolator Inc. is not considered to be part of CPC for the purposes of delayed bids. The only pieces of evidence relating to a delay in the CPC system that are acceptable to DND are:
 - i. a CPC cancellation date stamp; or
 - ii. a CPC Priority Courier bill of lading; or
 - iii. a CPC Xpresspost label

that clearly indicates that the bid was mailed before the bid closing date

- b. Misrouting, traffic volume, weather disturbances, labour disputes or any other causes for the late delivery of bids are not acceptable reasons for the bid to be accepted by DND.
- c. Postage meter imprints, whether imprinted by the Bidder, the CPC or the postal authority outside Canada, are not acceptable as proof of timely mailing
- d. Proposals must be mailed via Canada Post **only** and be **post marked** by Canada Post on or before the closing date of **05 August 2015**. For proposals mailed outside of Canada, they must be mailed by a recognized national postal service only. Proposals hand-delivered or delivered by courier will be deemed NON-RESPONSIVE and will be returned unopened.
- e. Proposal are to be mailed to the following address:

Director Services Contracting (D Svcs C)
Department of National Defence
101 Colonel By Drive
Ottawa, ON
K1A 0K2
Attention: Anna Maria Mangone, D Svcs C 4-3-4

DND Reference Number: DND-15/0003477
Closing Date: 05 August 2015

- f. Electronic bids will no longer be accepted.

PART 3 – BID PREPARATION INSTRUCTIONS, Section 3.1 Bid Preparation Instructions, DELETE:

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I, Technical Bid: one (1) soft copy submitted by e-mail;

Section II, Financial Bid: one (1) soft copy submitted by e-mail;

Section III, Certifications Not Included in the Technical Bid: one (1) soft copy submitted by e-mail.

INSERT

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I, Technical Bid: four (4) hard copies

Section II, Financial Bid: one (1) hard copy

Section III, Certifications Not Included in the Technical Bid: one (1) hard copy

See attached the amendment RFP Cover Page below. Section "**RETURN BIDS TO:**" is amended as follows:

**SOLICITATION CLOSES
L'INVITATION PREND FIN**

**at – à 02:00 PM
on – le 05 August 2015**

**Time Zone: - Fuseau horaire :
Eastern Daylight Savings Time (EDT)**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Department of National Defence

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Ministère de la Défense
nationale (MDN)**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires

THIS DOCUMENT DOES NOT CONTAIN A
SECURITY REQUIREMENT

Issuing Office – Bureau de distribution

Director Services Contracting (D Svcs C 4)
Direction des contrats de service (DC Svc 4)

Title – Sujet RFP – Certified Project Management Training	
Solicitation No. – N° de l'invitation DND-15/0003477	
Date	
Reference No. – N° de reference du client	
RETURN BIDS TO: RETOURNER LES SOUMISSIONS À : By mail to: – par la poste à : Director Services Contracting (D Svcs C) Department of National Defence 101 Colonel By Drive Ottawa, ON K1A 0K2 Attention: Anna Maria Mangone, D Svcs C 4-3-4 DND Reference Number: DND-15/0003477 Closing Date: 05 August 2015	
Address Enquiries to: Adresser toutes questions à : Anna Maria Mangone Telephone No. E-mail Address N° de telephone Courriel 819-997-3335 Anna-Maria.Mangone@forces.gc.ca	
FOB – FAB See Herein – Voir ci-inclus	
Destination See Herein – Voir ci-inclus	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de telephone	Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

