

RFP 2016-D-000029-1
Field Support Services Project in Tanzania
Bidders Conference – Minutes

DATE: Tuesday September 9th, 2015

LOCATION: DFATD, 200 Promenade du Portage, Gatineau, Québec, room A9009 and
High Commission of Canada in Tanzania, 38 Mirambo Street at Garden
Avenue, Dar Es Salaam, Room DSLAM Conference room

TIME: 9:00 AM (EDT); 4:00 PM (Dar Es Salaam, Tanzania time)

MINUTES

8:50 – 9:00 Registration of Attendance

9:00 – 9:10 Introduction and Explanation of Proceedings

- Tatyana Nychyperovych, (FSS Coordinator, Contracting Services), made introductory remarks, facilitated a round-table introduction by the participants and explained Conference proceedings.

9:10 – 9:20 Welcoming Remarks

- Welcoming remarks from Alice Birnbaum, (First Secretary (Development) in Tanzania).
- Brief historical background and context of DFATD's development program in Tanzania.

9:20 – 10:20 Presentation to Bidders

- Presentation by the facilitator at HQ: Tatyana Nychyperovych presented an overview of the Request for Proposal (RFP) document and processes, including the evaluation process, and provided some guidance to Bidders to facilitate the preparation of compliant proposals. A copy of the presentation in English is available on www.buyandsell.gc.ca.
- The presentation listed the two questions submitted by Bidders ahead of the Conference. Tatyana Nychyperovych provided answers verbally. Please refer to Addendum 4 to this RFP, which lists questions and answers.
- Additional questions from Conference participants were noted. Answers to those questions are also reflected in Addendum 4.

10:20 – 10:30 Closing Remarks

- Presentation of key dates.
- In closing remarks, Tatyana Nychyperovych and Alice Birnbaum thanked bidders for their participation, and encouraged submission of proposals by the RFP Closing Date.