

**Project title:** Procurement of Management Services, Field Support Services Project in Tanzania (2016-D-000029-1)

**A. AMENDMENT N<sup>o</sup> 4 TO THE REQUEST FOR PROPOSALS (RFP):**

**B. QUESTIONS AND ANSWERS:**

**Q.1** We kindly request if Tender no 2016-D-000029-1 – “Field Support Services Project in Tanzania” (<https://buyandsell.gc.ca/procurement-data/tender-notice/PW-15-00695584>) is open also to international bidders.

**A.1** This is an International Request for Proposals which is open to the eligible bidders of any nationality. Bidder’s eligibility is defined in the provisions of Section 1, Instructions to Bidders (ITB), clause 4.3 as follows:

*“Bidders must be eligible to participate in this RFP process.*

- a) *A Bidder is eligible to participate in this RFP process if it, including each Member if a proposal is submitted by a consortium or joint venture, has the legal capacity to contract.*
- b) *A Bidder, including each Member if a proposal is submitted by a consortium or joint venture, is not eligible to participate in this RFP process if it is a government entity or a government-owned enterprise.*
- c) *Government officials and/ or civil servants are not eligible to bid.”*

**Q.2** We note from the RFP that we need to register for this opportunity prior to submitting the bid and in order to register, a Business Number is required.

In order to obtain a Business Number, we spoke with someone at the Canada Revenue Agency (CRA) who asked us to fill in TC1 E (14) Form and fax it to the CRA which we did on 26 August. However, since then, we have neither received the Business Number nor any other communication from the CRA.

I therefore wanted to ask if you are able to provide any assistance in this regard.

**A.2** Bidders are not required to have a Procurement Business Number (PBN) at the RFP Closing Date. Obtaining the PBN is a condition that must be met before the contract award, as stated in Section 1. *ITB*, paragraph 14.1.

At the request of DFATD, a Bidder must provide, within the timeframe stated by DFATD, documentation to support compliance.

To obtain a PBN, the Bidder should first obtain a Business Number from the *Canada Revenue Agency* (CRA) by filling form RC1, available at: <http://www.cra-arc.gc.ca/E/pbg/tf/rc1/README.html>. CRA’s non-resident help lines are listed at: <http://www.cra-arc.gc.ca/cntct/gsthstnrs/menu-eng.html>.

For any further inquiries regarding PBNs, please contact *Public Works and Government Services Canada*’s help line (1-800-811-1148).

**Q.3** In regards to the Terms of Reference, more precisely the Program Support Unit (PSU), is the PSU a legal entity? And could you please elaborate on the issue of transfer of assets?

**A.3** Section 4. *Terms of Reference*, paragraph 1.4 Historical background of PSU Operations, provides an overview of the PSU project since 1984. The intention is to provide Bidders with

background information on the PSU operations for information only.

PSU and FSS are two different projects with FSS following a separate procurement process; there is no transfer of assets between these projects.

**Q4.** There are three resources that are required under the Personnel category (Project Manager, Project Coordinator and Financial Officer). We are bidding as a consortium. Can we engage employee of our partner under the Personnel category?

**A.4** Please refer to Section 1, ITB, Definition (s), "*Personnel means an individual(s) assigned by the Consultant to perform services under the Contract. Personnel do not include Technical Specialists procured under the Contract*".

There is no restriction on the contractual modalities of engagement of an individual under the Personnel category; such individual can be an employee of the Bidder or any member of the consortium or joint venture submitting a Proposal or a sub-consultant to the Bidder.

**Q.5** Form TECH 1 – Acceptance of Terms and Conditions, is to be signed. Do we have to sign Form TECH 2 – Certifications, as well? There is no space for signatures.

**A.5** It is not necessary to sign form TECH 1 in addition to form TECH 2. Form TECH 1 specifies that "*by signing this form the Bidder certifies its compliance with the certifications included in TECH-2 as completed.*"

**Q.6** Whom will the successful bidder sign contract with?

**A.6** As noted in Section 6. Standard Form of Contract, A. Contract, the resultant contract will be signed between "*Her Majesty the Queen in right of Canada represented by the Minister for International Development acting through the Department of Foreign Affairs, Trade and Development (collectively referred to as "DFATD")*" and the Consultant, therefore it is signed with DFATD at its headquarters.

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