

RFP 2016-D00027-1
Field Support Services Project in Mozambique
Bidders Conference – Minutes

DATE: Tuesday October 20th, 2015

LOCATION: DFATD Headquarters, 200 Promenade du Portage, Gatineau, Québec, room B6009; et

Canadian Embassy in Maputo located at Avenida Kenneth Kaunda, No. 1138.

TIME: 09:00 Ottawa time; 15:00 Maputo time

AGENDA

9:00-9:05 Registration of Attendance

9:05-9:15 Introduction and Explanation of Proceedings

- Tatyana Nychyperovych (Senior Contracting Officer), located at DFATD HQ, made introductory remarks, facilitated a round-table introduction by the participants and explained the conference proceedings.

9:15-9:20 Welcoming Remarks

- Welcoming remarks from Bruce Steen (Deputy Director in Mozambique-Field Operations).
- Brief historical background and context of the Development Aid Program in Mozambique.
- Introduction of the FSSP.

9:20-10:35 Presentation to Bidders

- Presentation by the facilitator at HQ: Tatyana Nychyperovych and Mélanie Rivard (RFP Point of Contact) presented an overview of the RFP documents 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 attached.
- Twenty three (23) questions submitted by interested Bidders ahead of the conference and Tatyana Nychyperovych provided answers verbally. Please refer to Addendum 2.
- Additional questions from conference participants were noted. Answers to those questions will be addressed in a following addendum.

10:35-10:40 Closing Remarks

- Presentation of key dates.
- In closing remarks, Tatyana Nychyperovych and Bruce Steen thanked bidders for their input and participation, and encouraged submission of proposals by the RFP closing date.