



THE GOVERNOR GENERAL · LE GOUVERNEUR GÉNÉRAL

December 9, 2015

**Office of the Secretary to the Governor General – Solicitation No.:OSGG-BSGG-15-1503**

**Request for Proposal (RFP)**

Brand Strategy and Outreach Plan

**ADDENDUM 1**

The following shall be read in conjunction with and shall form an integral part of the Request for Proposal (RFP).

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Due to the high volume of interest, the time of year and delay in responding to the received questions the Office of the Secretary to the Governor General (OSGG) will:

**At Solicitation closes at, indicated on page 1 of the bid solicitation**

**Delete:** In its entirety.

**Insert:**

11:00 A.M. on January 6, 2015

**At Section 2.4, Enquiries – Bid Solicitation of Part 2 – Bidder Instructions**

**Delete:** In its entirety.

**Insert:**

- 2.4.1 All enquiries must be submitted in writing to the Contracting Authority no later than sixteen (16) calendar days before the bid closing date. Enquiries received after that time may not be answered.
- 2.4.2 Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

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