

RFP 2016-D00240-1
Field Support Services Project in Kenya
Bidders Conference – Minutes

DATE: Wednesday January 20th, 2016

LOCATION: DFATD Headquarters, 200 Promenade du Portage, Gatineau, Québec, room C7017

High Commission of Canada in Nairobi, located on Limuru Road in Gigiri, Nairobi, Kenya

TIME: 08:00 Ottawa time; 16:00 Nairobi time.

AGENDA

8:00 – 8:05 Registration of Attendance

8:05 - 8:15 Introduction and Explanation of Proceedings and welcoming remarks

- Mélanie Rivard (senior contracting officer, Contracting Services), located at DFATD HQ, made introductory remarks, facilitated a round-table introduction by the participants and explained the conference proceedings.

8:15 – 8:55 Presentation to Bidders

- Presentation by the facilitator at HQ: André Gagné and Mélanie Rivard (RFP Point of Contact) and Ashley Mulroney (Deputy Director of Kenya program) 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.
- The presentation listed seven (7) questions submitted by Bidders ahead of the conference and Mélanie Rivard provided answers verbally. Please refer to Addendum 1, which lists questions and answers.
- Additional questions from conference participants were noted. Answers to those questions are also reflected in Addendum 1.

8:55 – 9:00 Closing Remarks

- Presentation of key dates.
- In closing remarks, Mélanie Rivard, Luke Myers and Ashley Mulroney thanked bidders for their input and participation, and encouraged submission of proposals by the RFP closing date.