



RFP-CMIP21201602 Amendment No. 1: To the Tender Documents Translation Services

Amendment Date: April 1, 2016

To all Proponents:

The Purpose of this Amendment is to amend to the following Sections:

- 1) Section 2.1 Translation Requirements, **add** the following category:
 - Corporate documents, speeches and other Museum documents.
- 2) Section 3.1 Key Dates, the following changes (in **red**) are in effect:

RFP Release Date	March 22, 2016
Bidder's Conference: by teleconference	March 29, 2016
Deadline for Questions	April 5, 2016
Financial Closing Date	April 15, 2016 at 2:00 p.m. Atlantic Time
Translation Technical Evaluation Submitted to Proponents	April 18, 2016 at 10:00 a.m. Museum time (Atlantic time)
Technical Submission Closing Date	April 18, 2016 at 12:00 p.m. (noon) Museum time (Atlantic Time)
Interviews	April 21, 2016
Estimated Notification Date	April 25, 2016

- 3) Section 4.1.1, the following changes (in **red**) are in effect:

Evaluation Criteria	Points
Price per word regular translation (four business days)	/10
Price per word rush translation (within two business days)	/10
Translation technical evaluation – to be provided to the Proponent on April 18, 2016 and to be submitted back to the Museum by email by April 18, 2016 at 12 p.m. Atlantic Time	/20
Preliminary Score	/40
Interviews - April 21, 2016 Interviews will be conducted with the top three proponents with the highest Preliminary Scores.	/10
Total Possible Points	/50

4) Section 4.1.2, **replace point 3.** with the following:

3. The Procurement and Administration Manager will provide Proponents with a bilingual translation of approximately 500 words by email on April 18, 2016. All proponents will receive the same translation. Proponents must send the translation back to the Procurement and Administration Manager by 12:00 p.m. Atlantic Time on the same day, April 18, 2016.

5) Section 5.4 Technical Evaluation Translation, replace the first two paragraphs with the following:

Proponents will be asked to submit a translation. Proponents will be emailed by the Procurement and Administration Manager with a bilingual translation of approximately 500 words.

In order to ensure the Technical Evaluation Translation is sent to the appropriate person, please print or type the contact information for whom the Museum should send the translation to. The Museum will contact this person and copy a second person from your company. You must provide one translated document to the Procurement and Administration Manager by email by 12 p.m. Atlantic Time on April 18, 2016.

6) Section 3.4, Bidder's Conference and Enquiries

The Museum hosted a successful Bidder's Conference on March 29, 2016 at 2:00 p.m. Atlantic Time. Questions and answers from the Bidder's Conference as well as those that have been sent by email will be posted online as Addenda as soon as possible.

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