

5. RFP Submittal Documentation

5.1 Company Information

Request for Proposals: Canadian Museum of Immigration at Pier 21. Please submit information as per this table.

Legal Name:	
Full Address:	
Telephone:	Facsimile:
Email Address:	
Name and title of person authorized to sign on behalf of the Proponent (Type or Print)	
Signature:	
Name and title of RFP Contact / Project Manager (Type or Print)	
Telephone:	Email:

5.2 Addenda

Addenda will be issued by the Museum regarding any changes and answers to questions that may arise during the solicitation period. Completion of this section will ensure that you have received and factored this information into your tender total. Failure to identify addenda issued by the Museum may result in the disqualification of your proposal.

Number	Date Issued

5.3 Fee Breakdown

All prices are in Canadian dollars and include any and all editing of the Proponent's work, administrative, project management and related fees. Prices are exclusive of taxes.

Translation Turnaround	Price per word
Regular - Four business days	
RUSH – Within two business days	

5.4 Technical Evaluation Translation

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.

Technical Translation Submission Contact Name	Contact Email