

RETURN BIDS TO:

**RETOURNER LES
 SOUMISSIONS À:**

Natural Sciences and Engineering Research
 Council of Canada (NSERC)/Social Sciences
 and Humanities Research Council of Canada
 (SSHRC)
 Mailroom, 16th Floor
 350 Albert Street
 Ottawa, ON, K1A 1H5

**REQUEST FOR PROPOSALS
 AMENDMENT #2
 DEMANDE DE PROPOSITIONS
 MODIFICATION #2**

Proposal To: NSERC/SSHRC

We hereby offer to sell to Her Majesty the Queen in
 right of Canada, in accordance with the terms and
 conditions set out herein, referred to herein or
 attached hereto, the goods, services, and construction
 listed herein and on any attached sheets at the
 price(s) set out thereof.

Proposition aux: CRSNG/CRSH

Nous offrons par la présente de vendre à Sa Majesté
 la Reine du chef du Canada, aux conditions énoncées
 ou incluses par référence dans la présente et aux
 annexes ci-jointes, les biens, services et construction
 énumérés ici sur toute feuille ci-annexées, au(x) prix
 indiqués(s)

Comments - Commentaires

**This document contains a Security
 Requirement
 Cette document comprend des dispositions
 en matière de sécurité**

**Vendor/Firm Name and address
 Raison sociale et adresse du
 fournisseur/de l'entrepreneur**

Issuing Office – Bureau de distribution
 Procurement, Contracting and Material Management
 Natural Sciences and Engineering Research Council
 of Canada
 350 Albert Street, 16th Floor
 Ottawa, ON, K1A 1H5

Title – Sujet Travel Management Services	
Solicitation No. – N° de l'invitation N15-TBA Travel	Date 2016-04-07
Client Reference No. – N° référence du client N15-TBA Travel	
GETS Reference No. – N° de reference de SEAG	
File No. – N° de dossier: N15-TBA Travel	
Solicitation Closes – L'invitation prend fin at – à 02:00 PM on – le 2016-04-19	Time Zone Fuseau horaire EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address inquiries to : - Adresser toutes questions à: tenders@nserc-crsng.gc.ca	Buyer Id – Id de l'acheteur Jesse Arseneault
Telephone No. – N° de téléphone : 613-947-3737	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : Natural Sciences and Engineering Research Council of Canada (NSERC) Social Sciences and Humanities Research Council of Canada (SSHRC) 350 Albert Street, Ottawa, ON, K1A 1H5	

Instructions : See Herein

Instructions: Voir aux présentes

Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

The RFP is hereby amended as follows:

- 1.0 We have amended the closing date of this Request for Proposal to April 19, 2016 at 2:00pm, EDT.

- 2.0 Delete Annex B in its entirety and replace it with the following.

ANNEX "B"

BASIS OF PAYMENT

- 1) **All prices and amounts of money in the proposal are to be quoted in Canadian dollars and be exclusive of the harmonized sales tax (HST). NSERC-SSHRC requires that all gross commission fees be passed on to NSERC-SSHRC directly, including but not limited to the override commissions at source, rebates and incentive cash rewards. In the event that a Proponent proposes to retain gross commission payments, override commissions, rebates and/or incentive cash rewards at source, Proponents) must indicate a comparable compensation structure for NSERC-SSHRC in this area which will result in an equivalent financial benefit to NSERC-SSHRC.**

- 2) **The services fees must be the same for both International and Domestic travel.**

- 3) **Please note that any resulting contract, the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive rates set out below, and applicable taxes. No other costs will be applicable or payable, other than what is stated in the table below.**

- 4) **The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40 % for the price.**

5) For evaluation purposes we will multiply each section by these numbers below. Please note that these yearly figures are only estimated, amounts maybe vary in reality:

- A) 1500 transactions per year
- B) 175 transactions per year
- C) 650 transactions per year
- D) 10 hours per year (over the initial 40 which is included in the transaction fees per the SOW)
- E) 250 transactions per year OR 1 yearly firm fee.

Table (per Transaction Fees unless indicated otherwise)

Service		Initial Period (\$)	Option Year 1 (\$)	Option Year 2 (\$)
A	Airlines Booking fees (Original Tickets, Exchanges ¹ and Refund)			
B	Rail booking fees			
C	Hotel and car rental bookings fees			
D	Account Management and Reporting Fee ² (Per hour, after initial 40 hours)			
E	Miscellaneous transaction fees (please describe each extra fee and specify whether it is a yearly firm fee or per transaction.)			
TOTAL = (A*(1500)+B*(175)+C*(650)+D*(10)+E*(250 <u>or</u> 1))				
TOTAL PRICE FOR ALL 3 PERIODS				

Notes:

- 1- Excluding even exchanges
- 2- It is assumed that 40 hours (annually) of account management is included in the transaction fees.

All other terms and conditions remain the same.