

**RFP 2016-D000088-1**  
**Field Support Services Project in Bangladesh**  
**Bidders' Conference – Minutes**

**DATE:** Tuesday April 19<sup>th</sup>, 2016

**LOCATION:** DFATD / Headquarters, 200 Promenade du Portage, Gatineau, Quebec,  
Room # B-5003

**AND**

Canadian High Commission located at United Nations Road, Baridhara, Dhaka  
in Bangladesh

**TIME:** 08:00 Gatineau time; 18:00 Bangladesh time

**AGENDA**

**8:20 – 8:25 Registration of Attendance (Signatures List)**

**8:25 – 8:30 Introduction and Explanation of Proceedings**

- Tatyana Nychyperovych (FSSP Coordinator, Contracting Services), located at DFATD - HQ, made introductory remarks, facilitated a round-table introduction by the participants and explained the conference proceedings.

**8:30 – 8:40 Welcoming Remarks**

- Welcoming remarks from Brian Allemekinders (Deputy Director - Operations) located in Bangladesh.
- Brief historical background and context of the Development Aid Program in Bangladesh.
- Introduction of the FSSP.

**8:40 – 9:25 Presentation to Bidders**

- Presentation by the facilitators at HQ: André Gagné (RFP Point of Contact) and Tatyana Nychyperovych 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.
- Three (3) questions submitted by interested Bidders ahead of the conference and Tatyana Nychyperovych provided answers verbally. Please refer to Addendum 1.
- Conference participants were given the opportunity to ask questions which were responded verbally. Answers to those questions will be issued through an Addendum to be published on Buy and Sell.

**9:25 – 9:30 Closing Remarks**

- Presentation of key dates.
- In closing remarks, Tatyana Nychyperovych and Brian Allemekinders thanked bidders for their input and participation, and encouraged submission of proposals by the RFP closing date.