

RFP 2016-D000049-1
Field Support Services Project in the Caribbean Region
Bidders' Conference – Minutes

DATE: Thursday June 23, 2016

LOCATION: DFATD / Headquarters, 200 Promenade du Portage, Gatineau, Quebec,
Room # B-6009

AND

Canadian High Commission located at Bishops Court Hill, Bridgetown,
Barbados

TIME: 09:30 (EDT) Gatineau time; 09:30 Bridgetown time

AGENDA

9:25 – 9:30 Registration of Attendance (Signatures List)

9:30 – 9:35 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.

9:35 – 9:40 Welcoming Remarks

- Welcoming remarks from Daniel Joly (Counsellor, Development Cooperation) located in Bridgetown, Barbados.
- Brief historical background and context of the Development Aid Program in the Caribbean region.
- Introduction of the FSSP.

9:40 – 10:25 Presentation to Bidders

- Presentation by the facilitators at HQ: Mehmet Durmusoglu (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 is attached.
- One question was submitted by Bidders ahead of the conference and answered accordingly.
- 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.

10:25 – 10:30 Closing Remarks

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