

**Title:** Request for Supply Arrangement (RFSA) for the provision of Monitoring Services in support of Canadian International Development Assistance Projects and Programs.

## A. AMENDMENT TO THE REQUEST FOR SUPPLY ARRANGEMENT (RFSA)

1. RFSA, page 15, Section 1: (ii) "Instruction to SA Holders", Scenario 3 "Submission of Proposal to Refresh the Qualified Individuals Ceiling Fees under existing SA", paragraph 4.2:

DELETE the paragraphs:

- "a) ITB Sub-paragraphs 11.3 and 11.5 are not applicable.
- b) ITB Sub-paragraphs 11.7 to 11.14 are not applicable."

INSERT the paragraphs:

- "a) ITB Sub-paragraphs 9.5 to 9.7 are not applicable.
- b) ITB Sub-paragraphs 11.3 and 11.5 are not applicable.
- c) ITB Sub-paragraphs 11.7 to 11.14 are not applicable."

2. RFSA, page 17, Section 1: (iii) "Data Sheet", Definition t, 7.3:

DELETE the date: "September 20, 2016".

INSERT the date: "October 11, 2016"

3. RFSA, page 26, TECH-4A, "Guidance to Bidders":

DELETE the sentence: "TECH-4A is limited to six (6) pages".

INSERT the sentence: "TECH-4A is limited to seven (7) pages".

4. RFSA, page 27, TECH-4A, "Description of the proposed Individual's Roles and Responsibilities in the assignment" table section, paragraph (a), in the sentence:

DELETE the word: "M1".

INSERT the word: "M2".

5. RFSA, page 27, TECH-4A, "Description of the proposed Individual's Roles and Responsibilities in the assignment" table section, paragraph (b), in the sentence:

DELETE the word: "M2".

INSERT the word: "M3".

## B. QUESTIONS AND ANSWERS

**Question 1:** We have reviewed the RFSA but would like to confirm our understanding that there is no limitation (minimum) on the number of Sectors, Sub-sectors or persons that we can propose. In other words we could propose one person in one Sub-sector and still be considered for an RFSA position.

**Answer 1:** Yes, you could propose one individual in one of the sub-sectors and be considered for this RFSA process in that sector.

# Addendum 1

SEL. : 2017-CC1525-SA-MON00-R1

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**Question 2:** Will DFATD/GAC be issuing the standard forms for the technical and financial proposals in word so that bidders can fill them in rather than recreating them? Could this become standard practice when forms are going to be required?

**Answer 2:** The individual fillable Forms (Word format) in both official languages are posted through this Addendum 1. In case there is any discrepancy between the fillable TECH forms issued through this Addendum 1 and the TECH forms included in the RFSA, the TECH forms included in the RFSA will prevail.

Yes, this will become standard practice.

**Question 3:** With regard to FORM TECH-4A, Curriculum Vitae for the proposed individual, Sectoral Experience (Criteria M2, M3 and Criterion R2) page 27, states "Note: The Bidder should use the following format to present each Monitoring Services assignment (during the last 15 years) in reverse chronological order. When the assignment comprises of the provision of Monitoring Services and other services (such as Management or project management roles and evaluation services), the Bidder is requested to indicate the level of effort dedicated for the provision of Monitoring Services. Otherwise, DFATD will not consider the assignment in the evaluation."

However, the Scoring Grid (pages 46 and 47) require that we use TECH-4A to demonstrate both R 2.1 "sectoral experience providing Monitoring Services in the last fifteen (15) years" and R2.2 "sectoral experience providing services in International Development in the last fifteen years." As we are required to demonstrate at least 400 days of sectoral experience in monitoring and at least 750 days sectoral experience in international development, these are not the same thing. Where is R 2.2 to be demonstrated?

**Answer 3:** R 2.2 should be demonstrated in TECH-4A Form. See amendments to TECH-4A above.

**Question 4:** Can we have a page increase to allow us to sufficient assignments to add up to the requisite number of days and to demonstrate that each assignment meets all the requirements.

**Answer 4:** Yes, see amendments to TECH-4A above.

**Question 5:** Could you clarify if SA Holder requesting an ceiling increase actually need to supply the TECH-4 series in the proposal?

**Answer 5:** No, SA holders do not have to submit TECH-4 Forms for Scenario 3. See amendment to the "Instructions to SA Holders" above.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**