

RFP 2017-D000332-1
Field Support Services Project in Bolivia
Bidders' Conference – Minutes

DATE: Wednesday August 24, 2016

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

AND

Embassy of Canada located at 2678 Victor Sanjinés Street, Edificio Barcelona,
in La Paz, Bolivia

TIME: 10:00 (EDT) Gatineau time; 10:00 La Paz time

AGENDA

9:30 – 9:50 Registration of Attendance (Signatures List)

10:00 – 10:05 Introduction and Explanation of Proceedings

- Guylaine Carrière (Director of contracting services), located at DFATD - HQ, made introductory remarks, facilitated a round-table introduction by the participants and explained the conference proceedings.

10:05– 10:10 Welcoming Remarks

- Welcoming remarks from Anne Germain (Counsellor and Head of Cooperation) located in La Paz, Bolivia and Anik Des Marais (Deputy Director)) located in Lima, Peru.
- Brief historical background and context of the Development Aid Program in Bolivia.
- Introduction of the FSSP.

10:10– 10:35 Presentations to Bidders

- Presentation by the facilitators at HQ: Mehmet Durmusoglu (RFP Point of Contact) and Guylaine Carrière 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.
- Two questions were 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.

10:35 – 10:40 Closing Remarks

- Presentation of key dates.
- In closing remarks, Guylaine Carrière and Anne Germain thanked bidders for their input and participation, and encouraged submission of proposals by the RFP closing date.