



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des soumissions  
- TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**SOLICITATION AMENDMENT**

**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

<b>Title - Sujet</b> Marketing events	
<b>Solicitation No. - N° de l'invitation</b> HT399-163382/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> HT399-16-3382	<b>Date</b> 2016-11-08
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-024-71776	
<b>File No. - N° de dossier</b> cx024.HT399-163382	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-11-14</b>	<b>Time Zone Fuseau horaire Eastern Standard Time EST</b>
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gordon(cx024), Emily	<b>Buyer Id - Id de l'acheteur</b> cx024
<b>Telephone No. - N° de téléphone</b> (613) 990-3140 ( )	<b>FAX No. - N° de FAX</b> (613) 993-2581
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur</b>	
<b>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)</b>	
<b>Signature</b>	<b>Date</b>

### AMENDMENT 001

This amendment is raised to response to Bidders' questions received to date on November 7, 2016.

- Q1.** I have a few questions about the bid; specifically some help in understanding the format for submitting the financial portion of the bid. My understanding is that the basis of the Financial Bid is the BEV which is found in Attachment 1 to part 3 – Pricing Schedule in the RFP. Essentially, are we required to distill our financials into Hourly Rates (for Account Exec, Creative Director, etc., plus, the Firm all-inclusive Mark-up and these two numbers form the Financial Bid?
- R1.** Bidders must submit their financial offer in accordance with the detailed pricing schedule in Attachment 1 to Part 3. The BEV is calculated for evaluation purposes and will also form the firm all-inclusive Basis of Payment for any resulting Contract and subsequent Task Authorization. The firm all-inclusive hourly rate for Event Management services and the Firm All-Inclusive Direct and Subcontracted Expenses Mark-up quoted by the Offeror in Tables 1-3 will also apply to any resulting Contract and subsequent Task Authorization as indicated herein.
- Q2.** Are appendices permitted?
- R2.** Appendices are permitted. Please refer to Part 3 – Bid Preparation Instructions.
- Q3.** There is a different cost to reach urban centres than smaller remote towns. Is there an expectation that these will be nullified by 7.7.3 Basis of Payment – Travel and Living Expenses as well as with the percentage mark-up for direct expenses?
- R3.** Bidders must submit hourly rates for each resource category for each period of the Contract, as per Attachment 1 to Part 3 – Pricing Schedule. The firm fixed hourly rates charged for Event Management services are all-inclusive. They include the cost of labour, fringe benefits, general and administrative expenses, time in transit, overhead, profit and the like, excepting only Applicable Taxes.

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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