



**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> Events Planning and Management		
<b>Solicitation No. - N° de l'invitation</b> C1111-160032/A		<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> C1111-16-0032		<b>Date</b> 2016-11-14
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-027-71814		
<b>File No. - N° de dossier</b> cx027.C1111-160032	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-11-24</b>		<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST
<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> Buck(CX Div.), Daniel		<b>Buyer Id - Id de l'acheteur</b> cx027
<b>Telephone No. - N° de téléphone</b> (613) 998-8582 ( )		<b>FAX No. - N° de FAX</b> (613) 991-5870
<b>Destination - of Goods, Services, and Construction:</b> <b>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</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>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>

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## AMENDMENT 001

**The purpose of this amendment is to:**

**Part A) Respond to bidder's questions:**

**Question 1:** In reviewing this RFP we were very excited about submitting our bid. We did notice that there is a requirement for a minimum of 5 years in business with 3 years specializing in event management services. We have over 30 years of event management experience but as a new corporation, we are 2 years old. Would you consider waiving the 5 year requirement based on a minimum number of years of industry experience?

**Answer 1:** No, the Bidder must have been in business for a minimum of five (5) years, including a minimum of three (3) years specializing in the provision of event management services.

**Question 2:** We saw on page 48 that a "in person" Kick-off session, in PCH offices in Gatineau would be held beginning of October. Is an interaction necessary before November 24th?

**Answer 2:** The Kick-off session will be put place in **December** with the company which will obtain the contract. It will be the first interaction between PCH and the chosen company.

**Part B) Revise the following:**

**1. At Annex "A" Statement of Work, Section 6 Event Schedule:**

**Delete:**

**Note:** An in-person kick-off session at PCH Headquarters in Gatineau will be held early October, after contract award, with some interaction occurring by phone and email between the issuance of the contract and the kick-off session.

**Replace with:**

**Note:** An in-person kick-off session at PCH Headquarters in Gatineau will be held in December, after contract award, with some interaction occurring by phone and email between the issuance of the contract and the kick-off session.

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL (RFP) REMAIN UNCHANGED.**