

AMENDMENT 1

CANADIAN HERITAGE

REQUEST FOR PROPOSALS

REQUEST NUMBER: 10161647

TITLE OF PROJECT: International transportation of Canadian participants, leaving from Montreal, to take part in the 8th edition of the Jeux de la Francophonie, to be held from July 21 to 30, 2017, in Abidjan, Ivory Coast.

REQUEST DATE: January 31st, 2017

CLOSING DATE AND TIME: February 20th, 2017, 2:00 p.m., EST

ADDRESS ALL ENQUIRIES: Daniel Michaud
Procurement and Contract Specialist
Contracting and Materiel Management
Canadian Heritage
Telephone: 819-994-5122
Email: PCH.contrats-contracting.PCH@canada.ca

The Department of Canadian Heritage (PCH) has a requirement for the above services to be carried out in accordance with the Statement of Work attached hereto as Annex "A". The services are to be performed during the period commencing upon the date of award of the contract and are to be completed by September 15, 2017 as detailed in the Statements of Work.

If you are interested in undertaking this project, your sealed proposal, clearly indicating the title of the work and addressed to the undersigned will be received up to 2 p.m., EST, February 20th, 2017, at:

Mail room / Bid Receiving
RFP: 10161647
Attention: Daniel Michaud
15 Eddy Street, 2nd Floor (15-2-C)
Gatineau, Quebec
K1A 0M5

It is the Bidder's responsibility to ensure that their proposals are delivered to the above noted tender address no later than the time and date specified.

Bidder's wishing to submit a proposal are requested to complete the attached Service of Offer in Annex "D".

AMENDMENT 1

1. **Part 2 – Bidder Instructions, delete article 2. Submissions of Bids and replace with the following (English version of RFP only):**

2. Submission of Bids

Bids must be submitted only to the location and by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile and email to PCH will not be accepted.

2. **Delete Part 3 – Bid Preparation Instructions in entirety and replace with the following:**

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid - four (4) hard copies;
- Section II: Financial Bid – one (1) hard copy; and
- Section III: Certifications – one (1) hard copy.

Total prices must be shown in the **Basis of Payment in Annex “B” and Attachment 1 to Annex C – Table of itineraries and flights**. No prices must appear in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that

Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Mandatory criteria: bidders must meet all the mandatory criteria in Annex C and provide all the information requested.

Rated criteria: bidders must clearly, concisely and fully complete attachments 1 and 2 in Annex "C" for their bid to be evaluated.

Section II: Financial Bid

Bidders must tender their financial bid by completing **Annex B, Basis of Payment and all the tables in Attachment 1 – Table of itineraries/flights.**

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

ALL OTHER TERMS AND CONDITIONS REMAINS THE SAME