

National Energy  
Board



Office national  
de l'énergie

**ADDENDUM #1**  
**REQUEST FOR PROPOSAL**

**Graphic Design Services**

**Enquiries:** All enquiries are to be directed to:

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Vendor

TBD

**This notice is to advise potential bidders of Addendum #1 to above mentioned  
Request for Proposal.**

**This Solicitation Addendum No. 01 is raised to:**

**1. Address questions raised and submitted to date**

Question 1

Are bidders required to have reliability clearance when they submit their bids? Is the process for obtaining the clearance lengthy and/or complex? Is it possible to initiate the process once the winning bidder has been selected, before work under the contract begins?

Answer 1

Bidders are not required to have the appropriate reliability clearance when they submit their bids. Security clearance is awarded on a case-by-case basis and is at the discretion of Public Services and Procurement Canada (PSPC). It is strongly recommended that bidders contact PSPC and initiate the process - <http://www.tpsgc-pwgsc.gc.ca/services/secinfo-eng.html>  
All security requirements must be met before a contract is awarded.

Question 2

1. Whether companies from Outside USA can apply for this? (like,from India or Canada)

Response 2

This procurement falls under the provisions of: The World Trade Organization Agreement on Government Procurement (WTO-AGP), the North America Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).  
Any company eligible under any of these trade agreements can submit a bid.

Question 3

Whether we need to come over there for meetings?

Response 3

Please refer to RFP document at Appendix "A" pages 42 & 43.

Question 4

Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Response 4

Please refer to RFP document at Appendix "A" pages 42 & 43.

Question 5

Can we submit the proposals via email?

Response 5

Yes.

Question 6

It states that NEB will not accept any Travel and Living expenses incurred as a consequent of any relocation.

Does this clause apply to either of these 2 requirements:

1 - The cost of travel/living expenses for the lead designer required to attend 3 meetings in Calgary (reference: SoW 2.2 deliverables)

2 - The cost of travel/living expenses in the event a (reference: Rated requirement R5 : *If required, the bidder is able to provide a resource to work onsite at the NEB's Calgary offices.*)

Response 6:

NEB will not accept any Travel and Living expenses incurred by any contractor as a consequence of any relocation required to satisfy the terms of any resulting contract. This applies to the entire requirement.

For strictly any travel related matter, it must obtain prior authorization of the Project Authority and will be subject to Federal Government Audit. Actual travel expenses will only be reimbursed in accordance with the Treasury Board Travel Directive (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228>).

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED.**