



NEGOTIATED REQUEST FOR PROPOSAL (“NRFP”) DC-2017-SY-01 EVENT MANAGEMENT, MEDIA CLIPPING, TRANSLATION SERVICES FOR JAPAN MARKET ADDENDUM #01

NRFP DC-2017-SY-01 Event Management, Media Clipping, Translation Services for Japan Market

Close Date/Time:

March 6, 2017
14:00 hours
Pacific Time

<u>Issue Date:</u>	February 24, 2017	<u>From:</u>	CTC Procurement
<u>To:</u>	All Vendors	<u>E-mail:</u>	procurement@destinationcanada.com

Below are answers to questions submitted in regards to the above noted NRFP DC-2017-SY-01 Event Management, Media Clipping, Translation Services for Japan Market.

Q1. Do companies outside of Canada qualify for this NRFP and can the work be performed outside of Canada?

Answer: Yes, companies outside of Canada are eligible for this NRFP as long as they meet the mandatory criteria as specified in Section D Mandatory Criteria Questionnaire. Please note that the Contractor will be required to communicate by telephone with the Destination Canada (“DC”) Japan office (based in Tokyo) during its business hours on a daily basis. The Contractor will also be required to communicate verbally and in writing in both English and Japanese and post correspondence on DC Japan’s social media platforms following schedules based on Japanese Standard Time.

Q2. Will the Contractor be required to travel there for meetings?

Answer: The Contractor will be required to attend meetings in person held at the DC Japan office on a regular basis during its business hours.

Q3. Can proposals be submitted via email?

Answer: Yes. Please refer to Section B.3 Proposal Submission, Intentions, and Questions Instructions which outlines instructions on how to submit a proposal.

Q4. Section C.1.5 states, the Contractor should be experienced in planning and managing tradeshows, events, and seminars in Japan. Is it a mandatory requirement to have managed tradeshows, events, and seminars in Japan?

Answer: The mandatory criterion for Event Planning and Management is specified within Section D.1. Therefore, it is not mandatory to have planned and managed tradeshows, events, and seminars in Japan. However, the Contractor will be required to attend meetings in person in Japan on a regular basis and must be capable of communicating effectively in both Japanese and English.