

National Energy
Board



Office national
de l'énergie

ADDENDUM #2
REQUEST FOR PROPOSAL

Graphic Design Services

Enquiries: All enquiries are to be directed to:

Papa Thierno Ndiaye
Telephone: (403) 472-4058
Facsimile: (403) 299-3637
Email: proposals.propositions@neb-one.gc.ca
Cc: PapaThierno.Ndiaye@neb-one.gc.ca

Issuing Office

National Energy Board
Suite 210, 517 – 10th Avenue S.W.
Calgary, Alberta
T2R 0A8

Vendor

TBD

This notice is to advise potential bidders of Addendum #2 to above mentioned Request for Proposal.

This Solicitation Addendum No. 02 is raised to:

1. Address questions raised and submitted to date

Question 1:

1. Please confirm that the “firm, all inclusive, lot price” is to be based on our rate for 180 work days @ 7.5 hrs. a day, and that it is exclusive of HST.
2. Are any anticipated production materials, consumables or disbursements (i.e. courier costs) to be included in the price or would they be estimated and agreed to on an as needed basis depending on the project?
3. What specific contact or background information do you require about each our references?

Response 1:

1. It is requested from bidder to submit in their Financial proposal a “firm, all inclusive, lot price” to complete all work and services required to be performed in relation to the resulting Contract and specified at Appendix “A” – Statement of Work.
The reference to 180 days is NEB estimated days of effort to perform the requirement. It remains an estimate and is provided to assist bidders to better prepare their proposal.
7.5 hours of work is the definition of a work day that will be used for invoicing, payment and resulting contract administration purposes as indicated at Appendix “B”- Basis of Payment.
All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the “firm, all inclusive, lot price” and will be paid by NEB.
2. Bidder must submit a “firm, all inclusive, lot price” and all submitted prices must include all administration costs, management personnel costs and any other related costs. There is no provision for any extra payment over the “firm, all inclusive, lot price”.
3. Please refer to Evaluation Criteria Section (RFP 54 & 56).

Question 2:

1. We require clarification on the Financial bid. As per appendix F, it is estimated that there will be 180 days of work, with a work day defined as 7.5 hours. For the purpose of the bid, can we assume 1 FTE per day for 180 days, which would equal to a total of 1,350 hours of work?
2. How does this bid relate to the estimates mentioned in Appendix B, point 3.0? Are these estimates for out-of-pocket costs only (e.g.: purchase of photography) with all fees covered by the firm bid?

Response 2:

1. It is requested from bidder to submit in their Financial proposal a “firm, all inclusive, lot price” to complete all work and services required to be performed in relation to the resulting Contract and specified at Appendix “A” – Statement of Work.

The reference to 180 days is NEB estimated days of effort to perform the requirement. It remains an estimate and is provided to assist bidders to better prepare their proposal.

7.5 hours of work is the definition of a work day that will be used for invoicing, payment and resulting contract administration purposes as indicated at Appendix "B"- Basis of Payment.

Bidder must submit a "firm, all inclusive, lot price" and all submitted prices must include all administration costs, management personnel costs and any other related costs. All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the "firm, all inclusive, lot price" and will be paid by NEB.

2. Section 3.0 Estimates mentioned in Appendix B of the RFP covers the case when under exceptional circumstances, additional funds over the initial total contract value are required to fully complete the work or services and accepted by the Project Authority. This will not be the case in the Resulting Contract as there is no provision for any extra payment over the "firm, all inclusive, lot price".

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED.