



Questions and Answers 5Z011-17-0123

Question 1

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

Answer 1

Graphic Design Services (GSIN T005A) are excluded from NAFTA and Library and Archives Canada decided it would be best to limit the suppliers to Canada.

Question 2

Whether we need to come over there for meetings?

Answer 2

Suppliers will not be required to come onsite for meetings but the Photography Part of the SoW requires "*On-site photography at events, conferences, etc. to take place at designated events within the NCR*"

Question 3

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

Answer 3

Please refer to *Answer 2*

Question 4

Can we submit the proposals via email?

Answer 4

No. Only Hard copies will be accepted.

Question 5

Regarding M.1/R.1 in the above noted RFSO, may bidders propose the same individual for more than one role?

Answer 5

Yes.

Question 6

Reference: M.3 Official languages "Bidders must demonstrate their ability to present and complete projects in both Canadian official languages (English and French)"

Q. Does this mean that the firm/individual need to speak French in a meeting or simply produce materials in both languages?



Answer 6

The company needs to be able to communicate in both languages during meetings and to create bilingual products.

Question 7

Reference: 5. Photography "On-site photography at events, conferences, etc. to take place at designated events within the NCR."

Q. We do not have an in-house photographer. Would merely recommending a local photographer be enough or do we need to contract with that individual/business? If so, can you be more specific as to the number and duration of engagements?

Answer 7

The company can sometimes be asked to subcontract a local photographer for specific projects if they don't have internal capacity to do so.