

RFP 2017-D000020-1
Field Support Services Project in West Bank and Gaza
Bidders' Conference – Minutes

DATE: Wednesday, March 1, 2017

LOCATION: DFATD / Headquarters (HQ), 200 Promenade du Portage, Gatineau, Quebec,
Room # B-9009

AND

the Representative Office of Canada located at 12 Elias Odeh Street in
Ramallah

TIME: 08:30 (EDT) Gatineau time; 15:30 Ramallah time

AGENDA

8:35 – 8:37 Registration of Attendance (Signatures List)

8:37 – 8:43 Introduction and Explanation of Proceedings

- André Gagné (Senior Contracting Officer), located at DFATD - HQ, made introductory remarks, facilitated a round-table introduction by the participants and explained the conference proceedings.

8:43 – 8:45 Welcoming Remarks

- Welcoming remarks from Lauren Webster (Director) located at DFATD - HQ.
- Brief historical background and context of the Development Aid Program in West Bank and Gaza.
- Introduction of the FSSP.

8:45 – 9:55 Presentation to Bidders

- Presentation by the facilitators at HQ: André Gagné (RFP Point of Contact) and Jean-François Grandmaître presented an overview of the RFP documents and processes, including the evaluation process, and provided some guidance to Bidders to facilitate the preparation of compliant proposals. A copy of the presentation in English is attached.
- Fifteen (15) questions submitted by interested Bidders ahead of the conference and André Gagné and Jean-François Grandmaître provided answers verbally. Please refer to Addendum 3.
- Conference participants were given the opportunity to ask questions which were responded verbally. Answers to those questions will be issued through an Addendum to be published on Buy and Sell.

9:55 – 10:05 Closing Remarks

- Presentation of key dates.
- In closing remarks, André Gagné and Lauren Webster thanked bidders for their input and participation, and encouraged submission of proposals by the RFP closing date.