

## Questions and Answers

Solicitation: W8484-189065

Q1 – Would you consider shortening the bid submission period?

A1 – As this solicitation is subject to international trade agreements, it needs to be solicited for a period no shorter than 40 days.

Q2 - There does not appear to be mention of a cancellation policy, should this event be awarded and cancelled. Will a cancellation policy apply?

A2 – There is no cancellation policy. Should the solicitation result in the award of a contract, the contract will be a firm commitment by Canada for the services.

Q3 - For the conference room, what style set up is it for 125 persons? Is it (classroom/banquet/theater)?

A3 – Set-up will be theatre style.

Q4 – Are tables required for guests, and is there a head table require for speakers?

A4 – No requirement for tables. Only a podium with microphone.

Q5 - Can safes be at front desk instead of in rooms?

A5 – No. Safe must be in the room.