



Q & A REQUEST FOR PROPOSALS (RFP)

The Department of Foreign Affairs, Trade and Development (DFATD) would like to provide answers to the questions received in regards to RFP # 18-133254

1. Questions and Answers

The following question(s) have been received, and the department hereby answers as follows:

1.1 Question No. 01:

- Question:

Under section 2.0 “Mandatory Technical Criteria” - M1 indicates that the bidder must demonstrate that they have Foreign associates or partner offices in the following 53 jurisdictions – what documentation is required to prove that we have Foreign associates or partner offices in those jurisdictions? Is a computer printout of the associate contact from our database sufficient as proof? If not, what documentation is required?

- Answer:

Yes, we suggest the bidder provide an affidavit confirming that it has foreign associates or access to partner offices in such jurisdictions and append a printout of its data base reflecting the associate's contact information.

1.2 Question No. 02:

- Question:

Under section 2.0 “Mandatory Technical Criteria” M2 indicates that the bidder must demonstrate that they have registered a Trademark in at least 27 of the 53 jurisdictions of the mandates as listed in M1 above – what documentation is required to prove that we have registered a Trademark in the 27 jurisdictions? Is a computer printout of the database record for each mark sufficient as proof? If not, what documentation is required?

- Answer:

Yes, we suggest the bidder provide an affidavit confirming that it has registered a Trademark in 27 jurisdictions and append a list of these jurisdictions (including recent ones) along with evidence of the registration such as a copy of the registration certificate.



1.3 Question No. 03:

- Question:

For the Financial Bid portion, please confirm that we are to submit estimated hours for our services only, i.e. foreign associates charges are not included and that foreign associates charges will be in addition to our fees.

- Answer:

Yes, estimated hours for your services only.