

Q1. On your Checklist of Tasks, you ask for “3 proposed options for the layout of the components in the space with 1 to have modifications as per NRCan”.

Is what you mean by this, to create 1 render with the custom sections outlined on page 24 (eg welcome desk, presentation area, lounge) and then 2 alternative layouts using these same materials? Can you please confirm?

A1. Given the time constraint, we are asking for the winning bidder to be ready with three (3) options for the pavilion. We will review all three (3) – and they can be with different materials or different positioning of the areas or a mix of both – and one (1) of these will be selected and modified as per our feedback.

Q2. Or are you asking for 3 unique designs that use all different materials?

A2. It is the bidding company’s choice whether to use different materials or just different positioning or even a mix of materials and position.

Q3. Also do we need to be NRCan certified in order to be able to participate?

A3. No.

Q4. Can you please advise what the award date will be, so we can create a Critical Path to include with our submission?

A4. The award date will depend on the number of submissions, as they will all need to be evaluated. However, the contract should be awarded by February 1, 2018.

Q5. Do you have any Logo’s or Brand Standards that you can send along and for us to follow?

A5. No. Logos and branding will not be an issue for this first part of the exercise.

Q6. Can you please confirm if we need to include a specific quote for the graphic design component. If so, are you able to provide some additional detail regarding content, so we can provide an accurate estimate.

A6. Yes. It is imperative that you comply with all the requirements of the RFP to be considered for this project and this includes completing the tables for the financial portion of the submission outlined on the last page. Although graphic design will be handled internally at NRCan, there may be some minor adjustments required on the bidder’s side such as measurement changes or photo changes. Please show the maximum number of hours that would expect to use for minor graphic design modifications as per the table in section 2.1.1.

Q7. I am kindly requesting clarification regarding evaluation criteria **R3 as per Appendix A subsection 1.2 on page 30 of the RFP document.**

We just want to confirm that we can ship the requested sample to the Contracting Authority address found under subsection 7.6.1 via courier without being disqualified for consideration.

We are just concerned about violating the condition found at the bottom of **page 5** which states: *Due to the nature of the bid solicitation, bids transmitted by mail or facsimile to NRCan will not be accepted.*

Our understanding is that we can ship the sample via courier to the address in subsection 7.6.1 and submit our bid electronically as per subsection 2.2 on page 5 of the document.

A7. Yes, you are correct. Your bid must be submitted electronically as instructed. However, given the nature of the sample, it must be sent in by courier.

Q8: The RFP reads that the booth size is 30' x 70' however, the floor plan indicates that it is 30' x 80'. Should we be following the floor plan? Please clarify.

A8. The online PDAC floor plan has not been updated. The Government of Canada pavilion is 30' x 70'.

Q9: The RFP requests that the column be wrapped which is fine, however, it falls outside of your booth footprint. Will the PDAC allow it to be wrapped?

A9. We have requested permission and are still waiting for confirmation.