



ADDENDUM TO REQUEST FOR PROPOSALS (RFP)

The Department of Foreign Affairs, Trade and Development (the department) hereby amends, in accordance with this Addendum the Request for Proposals for the provision of Brokerage Services for the Consulate General of Canada in Hong Kong China, bearing number AACR17070 and dated 2018/01/30. This Addendum hereby forms part of the RFP. The purpose of this Addendum is to:

1. Extend the closing date and;
2. Change the Mandatory Site Visit Requirement.

1. Extend the closing date

In the “Request for Proposal – Brokerage Services – Consulate General of Canada”, in section A7 on page 1,

DELETE:

In order for the proposal to be valid, it must be received no later than 14:00hrs on March 12, 2018 (Ottawa, Ontario time) referred to herein as the “Closing Date”. Only electronic proposals will be accepted; only attachments will be considered, not links to a website or online storage service.

INSERT:

In order for the proposal to be valid, it must be received no later than **14:00hrs on March 26, 2018 (EDT)** referred to herein as the “Closing Date”. Only electronic proposals will be accepted; only attachments will be considered, not links to a website or online storage service.

2. Change Mandatory Requirement

- a) “Request for Proposal – Brokerage Services – Consulate General of Canada”, in Section A12, Proponent Site visit, on page 1



DELETE:

A12. PROPONENT SITE VISIT

A mandatory proponents' site visit to the property will take place on the following:

Date: February 8, 2018

Address: 55 South Bay Road, Tower 2, Flat 2A and 4B

Time: 10:00 hrs Hong Kong time

INSERT:

A12. PROPONENT SITE VISIT

A mandatory proponents' site visit to the property will take place. Proponents must attend **one** of the following:

Date: February 8, 2018

Address: 55 South Bay Road, Tower 2, Flat 2A and 4B

Time: 10:00 hrs Hong Kong time

OR

Date: March 9, 2018

Address: 55 South Bay Road, Tower 2, Flat 2A and 4B

Time: 10:00 hrs Hong Kong time

- b) "Request for Proposal – Brokerage Services – Consulate General of Canada", in section 2.5 Mandatory Site Visit, on page 4

DELETE:

2.5.1. It is mandatory that the Bidder or a representative of the Bidder attend the site visit at the Embassy of Canada in Hong Kong, China at the address identified and by the date and time on page 1 of the solicitation.

2.5.2. Bidders are requested to confirm their attendance with the Departmental Representative no later than 3 days before the site visit and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. A maximum of two representatives may attend the mandatory site visit.

2.5.3. Bidders who do not attend or send a representative will not be given an alternative appointment and their proposal will be rejected as non-compliant. Any



[Brokerage Services – Consulate General of Canada in Hong Kong China]

clarifications or changes to the RFP resulting from the conference will be included as an amendment to this RFP.

2.5.4. Please note, any travel and other costs associated with attending a bidders' conference form part of "Bid Costs" as per 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, and will not be reimbursed by Canada.

INSERT:

2.5.1. It is mandatory that the Bidder or a representative of the Bidder attend **one of the two site visits** at the Embassy of Canada in Hong Kong, China at the address identified and by the date and time on page 1 of the solicitation.

2.5.2. Bidders are requested to confirm their attendance with the Departmental Representative no later than 3 days before the site visit and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. A maximum of two representatives may attend the mandatory site visit.

2.5.3. Bidders who do not attend or send a representative will not be given an alternative appointment and their proposal will be rejected as non-compliant. Any clarifications or changes to the RFP resulting from the conference will be included as an amendment to this RFP.

2.5.4. Please note, any travel and other costs associated with attending a bidders' conference form part of "Bid Costs" as per 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, and will not be reimbursed by Canada.

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION
REMAIN UNCHANGED.**