



Canadian Tourism  
Commission

Commission canadienne  
du tourisme

## **NEGOTIATED REQUEST FOR PROPOSAL ADDENDUM #2**

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### **NRFP DC-2018-TL-03 General Sales Agency – Germany**

#### **Close Date/Time:**

July 4, 2018  
14:00 hours  
Pacific Time

**Issue Date:** June 25, 2018

**From:** DC Procurement

**To:** All Vendors

**E-mail:** [procurement@destinationcanada.com](mailto:procurement@destinationcanada.com)

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**Below are answers to questions submitted in regards to the above noted NRFP as of June 20, 2018.**

**Q1. As per Section F a pricing shall be submitted. Does this mean the external costs which are indicated under Section C shall be priced as well? Does the request include staff costs only or shall proposed activities be priced as well?**

**Answer:** Section F - Pricing is for staff costs and the associated office overhead costs only. Section F – Pricing does not include “external costs” of the promotional activities, as those costs will be re-charged to DC as program costs on a monthly basis.

At this stage of the NRFP process, we do not require proponents to provide costings for the scope of work items listed in Section C.

**Q2. For the pricing proposal, shall we only include the tables provided in the Terms of Reference (Section F) or also a detailed budget for the complete campaign?”**

**Answer:** At this stage of the NRFP, DC only requires pricing information as indicated in the table in Section F.

**Q3. Will there be a phase 2 of the NRFP process where we can present our ideas?**

**Answer:** As per Section B.2 Desirable Criteria Evaluation, a number of the top-ranked proposals (the “Shortlist”) will be invited to the presentation stage.

**Q4. Reference to Section D, Mandatory Criteria, question D.1.4 “Proponents must provide copies of their financial accounts for the last three years, 2015, 2016 and 2017. Please confirm that you have attached these to your proposal.”**

**We are not sure what you mean by “Financial Accounts”. Can you kindly clarify so we can inform our account accordingly? Are these OK in the German language?**

**Answer:** Financial accounts refers to annual financial statements, which should include a balance sheet, an income statement and notes to financial statements. The financial statements should be in English or French.