

#### **RETURN BIDS TO:**

IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca

## Attn: Vanessa Cairney

# FOR ELECTRONIC BIDS:

The electronic mailbox is equipped to send an automatic reply to all messages received. If you do not receive an automatic response, please contact the Contracting Authority to ensure your bid was received. Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

## **IMPORTANT NOTICE TO SUPPLIERS**

The Government Electronic Tendering Service on <u>buyandsell.gc.ca/tenders</u> will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

## **REQUEST FOR PROPOSAL**

**Proposal To: Citizenship and Immigration Canada** We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

Instructions : See Herein Instructions: Voir aux présentes Issuing Office – Bureau de distribution Citizenship and Immigration Canada Procurement and Contracting Services 70 Crémazie Gatineau, Québec K1A 1L1

Title – Sujet		
Event Planning and Management Se	rvices for 2019	
International Metropolis Conference		
Solicitation No. – N° de l'invitation	Date	
CIC – 149692 - Amendment 1	8 November, 2018	
Solicitation Closes – L'invitation	Time Zone	
prend fin at – à	Fuseau horaire	
2:00 PM on – 21 November, 2018	EST	
F.O.B F.A.B.	231	
Plant-Usine: Destination:	Other-Autre:	
Address Inquiries to: - Adresser toutes questions à :		
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IRCC.BidsReceiving-		
Receptiondessoumissions.IRCC@ci	<u>c.gc.ca</u>	
Destination – of Goods, Services, an		
Destination – des biens, services et	construction :	
See Herein		
Delivery required - Livraison exigée See Herein		
Vendor/firm Name and address		
Raison sociale et adresse du fournis	seur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone		
Name and title of person authorized	to sign on behalf of	
Vendor/firm	to sign on benañ or	
Nom et titre de la personne autorisé	e à signer au nom du	
fournisseur/de l'entrepreneur		
(type or print)/ (taper ou écrire en ca	ractàres d'imprimerie)	
(type or print)/ (taper ou écrire en caractères d'imprimerie)		
Cimeture		
Signature	Date	





# AMENDMENT 1 TO SOLICITATION NUMBER CIC -149692 IS RAISED TO:

1. Provide clarification and answers to questions from potential suppliers.

# **QUESTIONS AND ANSWERS:**

Question 1	Section 'D6. Resources Required' (pg.29), states <i>"The Contractor must identify one Senior Event Manager and <u>at least</u> one Event Coordinator for each of the events described in Section 4.0". Does this refer to Section D4 (pg.25) or Part 4 Evaluation (pg 11)?</i>
Answer 1	This references Section D4 of Appendix "D", Statement of Work

Question 2	Is the 'Estimated Number of Days' listed on the grid on page 31 the estimated level of effort to deliver all of the required services?
Answer 2	Yes

Question 3	As part of the financial bid, do you expect to see a full staff loading and estimated cost of work?	
Answer 3	As per Basis of Payment, Appendix "E", we are expecting an all-inclusive fixed per diem rate for the work being proposed.	

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

