



**REQUEST FOR PROPOSAL (RFP) # HC1000203178
QUESTIONS AND ANSWERS #2**

January 25, 2019

To: All Bidders

Subject: RFP# HC1000203178 - Cost-benefit analysis of new requirements for labelling tobacco product packages and labelling on cigarettes

Bidders are hereby notified of the following question raised regarding the above requirement:

Question 9:

Can you confirm the required method of bid submission: electronic, or paper? The RFP Section 2.2 Submission of Bids does not state that explicitly referring only to page 1, and Section 3.1 Bid Preparation Instructions suggests electronic bid submission.

Answer 9:

The required method of bid submission is electronically. Electronically submitted bids must contain three separate attachments, each of the sections must be addressed in separate PDF documents.

Failure to submit an electronic bid as requested will render the proposal non-compliant and will not be given further considerations.

Question 10:

What is the level of effort envisioned for this engagement in the first phase (over the first 22 weeks without the optional tasks for revisions)? Page 16 of 41 states: "The estimated level of effort for this requirement is 120 person days over approximately 22 weeks." But then it continues as follows: "This effort includes an optional task for unforeseen revisions estimated effort of up to 20 person days per year over approximately 10 weeks for up to a 3 year period from the start of the contract." However, if the optional revision tasks are included in the 120 person days estimate, then the level of effort for the first 22 weeks would be $120 - 3 * 20 = 60$ person days. Can you clarify this?

Answer 10:

The level of effort envisioned for this engagement in the first phase is 120 person days over approximately 22 weeks. In addition, the effort includes an option task for unforeseen revisions (described in Task 8 and explained in section 2.2 Optional Services) estimated effort of up to 20 person days per year over approximately 10 weeks for up to a 3 year period. Section 2.2 Optional Services states that "...these optional tasks and deliverables may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purpose only, through a formal contract amendment."

Question 11:

Requirements MT3 and MT4 are overlapping. Can the same project summaries be provided to demonstrate both?

Answer 11:

Yes, the same project can be provided for MT3 and MT4.



Question 12:

Requirements RT1 and RT2 are overlapping. Can the same project summaries be provided to demonstrate both?

Answer 12:

Yes, the same project can be provided for RT1 and RT2.

Question 13:

In preparing the financial proposal, are bidders required to specify in their pricing schedule (p. 33 of the RFP) the level of services (number of days) by labour resource for the optional task, or should bidders simply specify labour rates, with the level of services and total price for Task 8 to be determined at a later date, should unforeseen revisions to the final report be necessary?

Answer 13:

No, the firm all-inclusive rates provided by bidders in the table, for the detailed breakdown of the total firm price, will be used for any optional services.

ALL OTHER TERMS AND CONDITIONS OF THIS RFP WILL REMAIN THE SAME.