



NEGOTIATED REQUEST FOR PROPOSAL ADDENDUM #1

NRFP #DC-2019-PO-04 Trade Show and Event Management Services - Hong Kong Market

Close Date/Time:

June 03, 2019
9:00 hours
Pacific Time

Issue Date: May 27, 2019

From: CTC Procurement

To: All Vendors

E-mail: procurement@destinationcanada.com

Below are answers to question(s) submitted in regards to the above noted NRFP as of May 22, 2019.

Q1. Can companies from outside of Canada apply for this NRFP? (For example from India or USA)

Answer: Yes.

Q2. Whether we need to come over there for meetings?

Answer: Yes, the Proponent should be available to meet with Destination Canada (DC) and other stakeholders frequently and at short notice at the DC office in Beijing, China, or at the event sites, as required.

Q3. Can we perform the tasks (related to NRFP) outside Canada? (For example from India or USA)

Answer: The NRFP services require on-site support, event management, and construction personnel for events in Hong Kong. It is preferred by Destination Canada that the Proponent have offices or a team based in Hong Kong. Although, a subcontractor model is an option.

Q4. Can we submit the proposals via email?

Answer: Yes, please refer to section B.3; Proponents should submit their entire proposal via e-mail to the Contracting Authority by the closing date and time ("Closing Time") of 9:00 hours PT, Monday June 3, 2019.

Any proposal received after the Closing Time may not be reviewed by DC. The proponent has sole responsibility for the timely submission of their proposal.

Q5. Shall we help with the invitation to invite China/ Hong Kong's companies/ chamber of commerce?

Answer: No. The requirement is for a Contractor to provide event decoration services, including design, construction, logistics, on-site support and relevant event management services. Please refer to Sections C.1 and C.2 of the NRFP.

Q6. We could see the briefing, B2B Meeting and lunch networking will be held in Concord Room, Oasis Room and Pre-function Area as shown in appendix 7. May we know what is the venue of welcome reception (on 23 Oct 2019) and farewell event (on 24 Oct 2019)? Do we need to help with the venue searching, comparing and suggestion?

Answer: All events will take place in the same location, the Concord Room, Oasis Room and Pre-function Area as shown in appendix 7 of the NRFP.

We do not require assistance with the venue for Showcase Canada.

- Q7. For Canadian Seller organizations or other oversea delegates, shall we help arrange the accommodation, ground transport and hotel check-in with them?

Answer: No. The requirement is for a Contractor to provide event decoration services, including design, construction, logistics, on-site support and relevant event management services. Please refer to Sections C.1 and C.2 of the NRFP.

- Q8. Would you need extra support included in this proposal with details and costing of the below?

- a) External AV Panel (with equipment and technician)
- b) Lighting system & control
- c) Photography & video service
- d) Furniture: Tables with cloths for B2B meeting session (70-80 booth)

Answer: Regarding External AV Panel and Lighting system & control, your lump sum pricing submission should be based on the design proposal you intend to submit. Lighting and system control costing is dependent on the design proposal you intend to submit. Photography and video services are not a requirement of the NRFP. Furniture costing is not required as this is supplied by the venue.

- Q9. Shall we prepare proposal and quotation (costing) for Trade and Media Seminars? Would you like to share more details of this seminars?

Answer: The Pricing requested is a comprehensive lump sum price for Showcase Canada and hourly rates for future events (this includes Trade and Media Seminars).

Please provide the pricing as noted in section F of the NRFP.