



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving - PWGSC / Réception des soumissions - TPSGC

11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2

Gatineau  
Québec  
K1A 0S5

Bid Fax: (819) 997-9776

**Revision to a Request for Supply  
Arrangement - Révision à une demande  
pour un arrangement en matière  
d'approvisionnement**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication  
360 Albert St. / 360, rue Albert  
12th Floor / 12ième étage  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> Events Planning and Management	
<b>Solicitation No. - N° de l'invitation</b> EN578-171582/C	<b>Date</b> 2019-07-18
<b>Client Reference No. - N° de référence du client</b> EN578-17-1582	<b>Amendment No. - N° modif.</b> 002
<b>File No. - N° de dossier</b> cx031.EN578-171582	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-031-77335	
<b>Date of Original Request for Supply Arrangement</b> 2019-06-21 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-07-23</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> St-Clair, Denise	<b>Buyer Id - Id de l'acheteur</b> cx031
<b>Telephone No. - N° de téléphone</b> (343) 542-3671 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

## **AMENDMENT 002**

**This amendment is issued to:**

**Respond to questions from Bidders**

### **QUESTIONS AND ANSWERS**

**Question 1:**

Can companies from Outside Canada can apply for this? (like from India or USA)

**Answer 1:**

It is limited to our Canadian Content policies, and must be firms whom are registered in Canada.

**Question 2:**

Whether we need to come over there for meetings?

**Answer 2:**

Yes, there would be meetings and on location events in Canada.

**Question 3:**

Can we perform the tasks (related to RFP) outside Canada? (like, from India or USA)

**Answer 3:**

Normally, the work takes place in Canada.

**Question 4:**

Can we submit the proposals via email?

**Answer 4:**

No, please refer to **PART 2 – SUPPLIER INSTRUCTIONS** Article 2.2 of the Request for Supply Arrangement (RFSA).

**Question 5:**

With regards to the **Evaluation Criteria M.2 EVENTS MANAGEMENT PROJECTS i) Number of days one or more of the firm's resource(s) was/were on-site and their role at the time** can you please clarify what you mean by "their role at the time"? Are you looking for the title of the resource whom was on-site (For Example: Senior Event Manager on site for 4.5 days, Event Coordinator on-site for 3 days etc) or are you looking to understand the specific roles and responsibilities of the resource(s) whom were on-site (For Example: Resource was on site for 3 days and managed audio-visual, worked with venue to ensure all elements were on track, etc).

**Answer 5:**

Yes, we are looking for the specific roles and responsibilities of the resource(s) whom were on-site.

**Question 6:**

Page 9 of the RFSA asks for the following:

**Section 1: Technical Arrangement**

*In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the work.*

There are no evaluation criteria (mandatory or rated) that evaluates if or how well a proponent has either explained or demonstrated how they will carry out the work. Since it is not being evaluated, does it need to be included and why? Please clarify.

**Answer 6:**

On Page 9 is the instructions on how to prepare your bid, please refers to **Annex "E" – EVALUATION GRID (RFSA)** for the evaluation criteria.

**Question 7:**

Do we have to include the first page of the RFSA with our information?

**Answer 7:**

Yes, with your signature.

**Question 8:**

We have a QBN but not a PBN. Should we get one prior to submitting our proposal? If yes, can you tell me how to get a PBN?

**Answer 8:**

Yes, you **must** obtain your PBN as it is required under **Annex "B"** and **Annex "E"**.

**How to obtain a PBN through the SRI system**

- a) Bidders must have a registered Procurement Business Number (PBN) with the Supplier Registration Information (SRI) system. To obtain a PBN, bidders can access the following website and register online:

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWFjdGlvbj1yZWdpc3Rlci5pbnRybyZpZD03&lang=eng>

The SRI contact information is:

Tel.: 1-800-811-1148

Email: BPMEclient.OSMEclient@tpsgc-pwgsc.gc.ca

**Question 9:**

5.2.1 Integrity Provision: We have no offense or charge. We do not have to submit the declaration form, but should we indicate this somewhere in our proposal or not include it.

**Answer 9:**

Refer to **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **if applicable**, the declaration form available.

**Question 10:**

Are Annex "C" and "D" for informational purposes or do we need to fill in something?

**Answer 10:**

Annex "C" for informational purposes.

and

Annex "D" refer to **PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES, section 6.3.3 Supply Arrangement Reporting**, it states:

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government **under contracts resulting from the Supply Arrangement**. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

**ALL OTHER TERMS AND CONDITIONS OF THE SUBMISSION REQUEST REMAIN THE SAME.**