



RETURN BIDS TO:

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

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 buyandsell.gc.ca/tenders 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	
Photography Services	
Solicitation No. – N° de l'invitation	Date
CIC-151405 AMD 01	January 21, 2020
Solicitation Closes – L'invitation prend fin at – à	Time Zone Fuseau horaire
2:00 PM	EST
on – February 10, 2020	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to: - Adresser toutes questions à :	
IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca	
Telephone No. – N° de téléphone :	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :	
See Herein	
Delivery required - Livraison exigée	
See Herein	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/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	
Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
(type or print)/ (taper ou écrire en caractères d'imprimerie)	
Signature	Date



AMENDMENT 1 TO SOLICITATION NUMBER CIC - 151405 IS RAISED TO:

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

QUESTIONS AND ANSWERS:

Question 1	In relation to the table of lists by city, do we absolutely have to have photographers for each of the cities or can we be selected for only certain cities?
Answer 1	<p>Yes, the bidder must have photographers for each city listed in Appendix "H", City listing. Under 4.1.1.1 Mandatory Technical Criteria, M.2 states :</p> <p>"The Bidder's proposal must include an established roster* of available professional photographers accessible by the Bidder for events in major Canadian cities by completing Appendix "H", City Listing Table.</p> <p>For each major Canadian city included in Appendix "H", City Listing Table, the Bidder must provide the minimum number of photographers available, the photographer's name and phone number. In addition, the roster may also include the number of photographers available, the photographer's name and phone number for cities beyond those listed in the Appendix "H", City Listing Table.</p> <p>Should the bidder not possess the minimum number of photographers established in the table for any city, the bidder will be considered and eliminated from the competition.</p> <p>The Crown reserves the right to confirm all information provided.</p> <p>*: for the purposes of this RFP, established roster is defined as follows: an existing list of professional photographers who are either employed or regularly contracted by the contractor, and are able to perform photography work upon request, often on short notice. Compiling a list or network of photographers for the purposes of this contract is not acceptable."</p> <p>Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive and will not be given further consideration. The treatment of mandatory requirements in any procurement process is absolute.</p>

Question 2	In relation to travel costs, do you reimburse only the journeys made on the road or do you also reimburse air tickets?
Answer 2	<p>No, air travel will not be reimbursed. Appendix C, Subsection C.6 Travel and Living Expenses, states:</p> <p>"For services to be provided outside of the NCR: The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council, and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". All travel must have the prior authorization of the Project Authority to a limitation of expenditure of \$7,500.00. Customs duty and applicable taxes are</p>



	<p>included. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.”</p> <p>The National Joint Council travel directive can be found via the below hyperlink: https://www.njc-cnm.gc.ca/directive/d10/v238/en</p>
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<p>Question 3</p>	<p>Is the maximum \$ 45,000 for the contract good for only the period from April 1, 2020 to March 31, 2021? And for a total of 120 hours maximum.</p>
<p>Answer 3</p>	<p>No, the \$45,000 maximum is for the initial contract period, and the two (2) additional one (1) year option periods. Under Appendix “E”, Basis of Payment it states:</p> <p>“Canada's total liability to the Contractor under the Contract shall not exceed \$45,000.00, including all options, and excluding travel expenses and all applicable taxes. All cost/price proposals exceeding this value will render the bidder’s cost/price proposal non-responsive, and will be eliminated from the competition.”</p>

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.