



Expert Deployment Mechanism for Climate Action in Africa

ADDENDUM TO REQUEST FOR PROPOSALS (RFP)

ADDENDUM 007

The Department of Foreign Affairs, Trade and Development (DFATD) hereby amends, in accordance with this Addendum to the Request for Proposals for the provision of an Expert Deployment Mechanism for Climate Action in Africa, bearing number 2020-P-00714-1 (the RFP). This Addendum hereby forms part of the RFP. The purpose of this Addendum is to:

1. Provide response to question received; and
2. Provide for changes to the RFP.

1. QUESTION AND ANSWER

QUESTION 1	Item 1 in Addendum 6 responds on the language capability requirements for the Project Director and Project Manager positions. In response, the requirements have been made slightly less stringent (reduced from level 3 to 2+ for reading and writing) for the Project Manager position but there has been no change in the requirements for the Project Director position. As described in the RFP, the Project Director is expected to work an average of approximately quarter time on the project over its five year duration (some 46 days a year on average) and after the first two years is expected to make a minimum of 1 trip to the region a year but to travel more often in years one and two. Given the planned level of effort for the Project Director, would it be acceptable that if the candidate for that position does not meet the level 3 general professional proficiency in French that a translator be provided at the Consultant's cost to provide translations as needed during travels to francophone countries and in telephone or computer-based conferences with francophone representatives?
ANSWER 1	DFATD reviewed, and made changes to, the language requirements in Addendum 6. All resources must meet the language requirements indicated in the Terms of Reference, which have been determined based on the tasks for which the individuals will be responsible. DFATD will not be making changes to the bilingual requirements for Project Director at this time.



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2. CHANGES TO THE RFP

2.1 At paragraph 7. Submission and Receipt of Proposals,

DELETE: Paragraph 7 in its entirety

INSERT:

7. Submission and Receipt of Proposals	7.1	Proposals must be sent electronically to the following email address: URP-BRU@international.gc.ca
	7.2	Bidders are requested to deliver their Proposals as indicated in the Data Sheet. Attachments must not exceed 2GB. Larger proposals may be submitted through more than one e-mail.
	7.3	Proposals must be received by DFATD no later than the RFP Closing Date.
	7.4	Intentionally left blank.
	7.5	Bidders are solely responsible for the timely receipt of their Proposals by DFATD. DFATD will not assume any responsibility for electronically submitted Proposals that are addressed to an e-mail address other than the one stipulated in paragraph 7.1 and any such Proposals will not be accepted.
Late Proposals	7.6	Subject to the “Delayed Proposal” provisions of paragraph 7.7, any Proposals received by DFATD after the RFP Closing Date will not be considered and will be deleted.
	7.7	The onus for submitting a complete electronic proposal before the RFP Closing Date rests with the Bidder. It is the Bidder’s responsibility to ensure the correct delivery of proposals to the email address identified in paragraph 7.1. DFATD will take no responsibility if email is not received on time due to the inclusion of certain scripts, formats, embedded macros and/or links, or if it exceeds 2 MB. Such emails may be rejected by DFATD’s e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. It is strongly recommended that Bidders confirm with the Point of Contact that their complete proposal was received.
Delayed Proposals	7.8	DFATD requests that the RFP reference number (SEL number) and project title are clearly stated in the e-mail subject line. For electronic submissions that



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include multiple emails, it is recommended that the emails be numbered and the total number of emails sent in response to the solicitation also be identified.

7.9 Unless specified in the Data Sheet, Bidders are requested to present their Proposals on 8.5" X 11" or A4 paper. DFATD requests that a font size of at least equivalent to Arial 10 or Times New Roman 11 be used in Proposals.

7.10 The requirements with respect to the electronic submission of Proposals are indicated in the Datasheet.

7.11 Intentionally left blank.

7.12 With the exception of paragraph 7.14, all Proposals received on or before the RFP Closing Date will become the property of DFATD and will not be deleted. All Proposals will be treated in accordance with the provisions of the *Access to Information Act*, the *Privacy Act* and the General Records Disposal Schedule.

***Withdrawal,
Substitution, and
Modification of
Proposal***

7.13 Prior to the RFP Closing Date, a Bidder may withdraw, substitute, or modify its Proposal after it has been submitted to DFATD by sending DFATD an e-mail, duly signed by an authorized representative. If the Bidder is substituting or modifying its Proposal, the substituted or modified Proposal must be submitted with the notice-mail. The written notice, together with the modified or substituted Proposal, if applicable, must be:

(a) submitted in accordance with paragraph 7.1-7.10 (except that withdrawal notices do not require copies). In addition, Bidders are requested to clearly identify "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION;" in the email subject line and

(b) received by DFATD prior to the RFP Closing Date.

7.14 A Proposal that is requested to be withdrawn in accordance with paragraph 7.13 will be deleted.

2.2 At Instructions to Bidders, in the Data Sheet

DELETE:



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7.2	<p>Bidder is requested to submit:</p> <ul style="list-style-type: none"> • Technical proposal: The original and four (4) copies and one (1) electronic version (in USB or CD-ROM) • Financial proposal: The original and two (2) copies and one (1) electronic version (in USB or CD-ROM) <p>Technical and Financial Proposals must be separately bound. In the event of a discrepancy between the electronic version and the paper version, the original paper version prevails.</p>
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INSERT:

7.2, 7.10	<p>Bidder's are requested to electronically submit the following separate attachments in a non-editable format such as ADOBE (*PDF);</p> <p>(a) Technical proposal: clearly identified as "TECHNICAL PROPOSAL", followed by the RFP reference number and project title</p> <p>(b) Financial proposal: clearly identified as "FINANCIAL PROPOSAL", followed by the RFP reference number and project title</p> <p>(c) Integrity Declaration Form (if applicable): If a Bidder is required by the Integrity Regime to complete an Integrity Declaration Form (the Form), as described in paragraph 1.7, the Bidder must submit the completed Form(s) clearly identified as "INTEGRITY DECLARATION FORM", followed by the RFP reference number and project title. Upon receipt, DFATD will submit this attachment to PWGSC.</p> <p>Technical and Financial Proposals must be in separate electronic files.</p>
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2.3 At section 2. Technical Proposals – Standard forms, Bidder's Checklist:

DELETE: Bidder's Checklist in its entirety

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Bidders Checklist

1. Mandatory procedural requirements

Bidder must meet the mandatory procedural requirements stated below. Failure to meet any of these requirements will lead to rejection of the Bidder's Proposal.

Mandatory Procedural Requirements	✓
The Proposal validity is 180 days after the closing date of the RFP.	
The Bidder has submitted only one proposal in response to this RFP. (ITB 4.4)	
The Proposal is submitted to: URP-BRU@international.gc.ca	
The Proposal is submitted to DFATD no later than the RFP Closing Date indicated in the Data Sheet.	
The Bidder or, in case of a consortium or joint venture, each member of a consortium or joint venture has completed, signed and included TECH-1 Form in the Proposal.	
The Bidder or, in case of a consortium or joint venture, each member of consortium or joint venture complies with the certifications of TECH-2 Form from the date of Proposal submission. The Bidder has an obligation to disclose any situation of non-compliance with the certifications in TECH-2.	
The Bidder submitted a completed TECH-2 and TECH-3 Form with its Proposal.	
The Bidder has demonstrated compliance with each of the mandatory evaluation criteria, if any, specified in Section 5, Evaluation Criteria.	
No information related to Fees, overseas costs for Personnel on long-term assignment and costs of Contractor(s) appears in the technical proposal.	



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FIN-1 is provided with the Proposal and contains no changes to the pricing basis (ITB 10.8).	
The Fees for Personnel and monthly rates are expressed on a yearly basis (i.e. Year 1, Year 2, Year 3, etc.).	
The Financial proposal is expressed in Canadian dollars (CAD).	
No contact with DFATD, except the Point of Contact specified in the Data Sheet, on any matter related to Bidder’s Proposal from the time the Proposals are submitted to the time the Contract is awarded (except when responding to requests to provide additional information as specified in ITB 9.1, 9.2, 9.4, 11.12, 11.25, 12 and 13).	
The Bidder complies with the conditions of contract award stated in ITB 13.	
The Bidder maintains availability of the proposed Personnel from the RFP Closing Date as stated in ITB 15.1.	

2. Other requirements:

Compliance with the requirements below, while not mandatory, will increase the responsiveness of the Bidder’s Proposal.

Proposal Presentation and Submission	
Has the technical proposal used the headings and numbering system detailed in Section 5, Evaluation Criteria?	
Has the Bidder used cross-referencing and complied with formatting requirements, if indicated in the Data Sheet?	
Has the Bidder submitted its proposal in the electronic format indicated in the Data Sheet?	
Is the Original proposal clearly identified as “Original” on its cover?	



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Is the Proposal presented on 8.5" X 11" or A4 paper (or as specified in the Data Sheet) and is the font size at least equivalent to Arial 10 or Times New Roman 11?	
Has the electronic file of the technical proposal been clearly marked "TECHNICAL PROPOSAL", followed by the RFP reference number and project title?	
Has the electronic file of the financial proposal been clearly marked "FINANCIAL PROPOSAL", followed by the RFP reference number and project title?	
If requested in the Data Sheet, have financial statements been submitted in a separate electronic file, clearly marked "Financial Statements" and followed by the RFP reference number and project title?	
If required, has an Integrity Declaration Form been submitted in accordance with paragraph 7.10(d) and clearly marked as "INTEGRITY DECLARATION FORM", followed by the RFP reference number and project title?	
Have the Proposal withdrawal, substitution and/ or modification, if any, been done as per ITB 7.13?	
Technical Proposal	
In case of a consortium or joint venture, has the Member in charge been identified by checking the appropriate box in TECH-1?	
Has the Bidder or, in case of a consortium or joint venture, each Member of a consortium or joint venture provided information as requested in TECH-3 with the Proposal?	
Has the Bidder provided information as requested in TECH-4 according to the specified format?	
Has the Bidder completed and included all TECH-5 forms according to the specified format?	
Has the Bidder completed and included all TECH-6 forms according to the specified format?	



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Has the technical proposal clearly and in sufficient depth addressed the rated requirements against which the Proposal is evaluated?	
Has the technical proposal conformed to the specified page limits as indicated in section 5, Evaluation Criteria?	
Financial Proposal	
If Aboriginal direct hiring and/ or sub-contracting is proposed, has the Bidder completed FIN-2?	
Has the Bidder provided estimate of Reimbursable Expenses that will be incurred in the realization of the project in Canada and in the Recipient Country by filling in the form FIN-3?	
Does the Bidder's price exclude all Applicable Taxes? Bidders are requested to exclude Applicable Taxes from the price, but to show the total estimated amount in the financial proposal separately.	
Has the Bidder indicated in its financial proposal the amount and nature of advances that it will require in undertaking the Contract, if any?	

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.