



Expert Deployment Mechanism for Climate Action in Africa

ADDENDUM TO REQUEST FOR PROPOSALS (RFP)

ADDENDUM 009

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 responses to questions received; and

1. QUESTIONS AND ANSWERS

QUESTION 1	Is the tender still open for submission of the technical and financial proposal? I am asking this because on the bidder's conference deck it is stipulated that the closing date is March 23 rd 2020 while the advert shows that the closing date is May 4 th 2020.
ANSWER 1	Yes, this solicitation is still open. DFATD has agreed to a number of requests for extensions to the RFP Closing Date. The current RFP Closing Date is located on the left hand side of the Buyandsell.gc.ca notification for this requirement, under the Dates section. Please also refer to Addendum 6, Question and Answer 4 for further information on the RFP Closing Date.
QUESTION 2	Where do I get information or the template on how to develop forms TECH-1 to TECH-6?
ANSWER 2	RFP Section 1: Instructions to Bidders, paragraph 9 – Technical Proposals provides information on the TECH forms, and indicates which forms are required with the Proposal.



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	<p>To summarize:</p> <p>TECH-1: Completed TECH-1 must be submitted with the Proposal, otherwise the Proposal will be rejected. This is a mandatory procedural requirement, and in accordance with RFP 11.6, any proposal that fails to meet any of the mandatory procedural requirements will be considered non-compliant and will be rejected.</p> <p>TECH 2 and TECH 3: Completed TECH-2 and TECH-3 should be submitted with the Proposal. DFATD will request missing or incorrectly filled out forms to be submitted within a specified timeframe. Should the Bidder not submit in the timeframe, the Proposal will be rejected. This is also a mandatory procedural requirement.</p> <p>TECH-4, TECH-5 and TECH-6: These forms are requested to be submitted with the proposal. They are provided in order facilitate Bidders in preparing their Proposal, and include information that will be required for evaluation of Proposals. The format is not mandatory and Bidders may choose how to present the information should they wish to use another format. Bidders are reminded that, in accordance with RFP 11.9, the Bidder must clearly, and in sufficient depth, address the Rated Evaluation Criteria in section 5 of the RFP, and that not completely addressing a rated criterion may result in a score of zero for that rated criterion. Should Bidders wish to change the format of TECH-4, TECH-5 or TECH-6, it is their responsibility to ensure all required information is clearly presented.</p> <p>The TECH Forms are included in the RFP at section 2: Technical Proposal – Standard Forms. On each form, Bidders will find “Guidance to Bidders” that will help in the preparation of the form. Additional information on how to prepare the technical proposal can be found in the “Guidance to Bidders” at the beginning of section 5: Evaluation Criteria.</p> <p>To assist in filling out the TECH forms, DFATD has posted the word versions as an attachment to the RFP. Please note that should there be any discrepancies between the word and PDF versions, the PDF version will prevail.</p>
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QUESTION 3	Where do I get information or the template on how to develop forms FIN-1 to FIN-3?
ANSWER 3	<p>RFP Section 1: Instructions to Bidders, paragraph 10 – Financial Proposals provides information on the Bidder’s Financial Proposal, including the FIN forms.</p> <p>To summarize:</p> <p>FIN-1: The Financial Proposal must be prepared using this form. This is a mandatory procedural requirement and In accordance with RFP 11.6, any proposal that fails to meet any of the mandatory procedural requirements will be considered non-compliant and will be rejected.</p> <p>FIN-2: This form is to be used only if a Bidder is subject to the Aboriginal Suppliers Incentives. Please see RFP Section 1: Instruction to Bidders, paragraph 11.21 through 11.24 – Aboriginal Supplier Incentive.</p> <p>FIN-3: Bidders are requested to use this form for the Reimbursable Expenses. While the format is not mandatory, this form lists the eligible Reimbursable Expenses and DFATD encourages Bidders to use this format.</p> <p>The FIN Forms are included in the RFP at section 3: Financial Proposal – Standard Forms. Bidders will find “Guidance to Bidders” that will help in the preparation of the forms.</p> <p>To assist in filling out the FIN forms, DFATD has posted the word versions as an attachment to the RFP. Please note that should there be any discrepancies between the word and PDF versions, the PDF version will prevail.</p>
QUESTION 4	I have a resource who has a lot of experience, and is not a Canadian and is not based in Canada. He is based in Africa. Can I use him as one of our Advisors? Thanks for clarifying.
ANSWER 4	Yes, you can use an Advisor based in Africa. In Addendum 002, DFATD made changes to the requirement and as a result, only three positions are



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	<p>based in Canada: 7.1.1 - Project Director, 7.1.2 - Project Manager and 7.1.8 - Project Finance and Administrative Coordinator.</p> <p>Individuals proposed for Advisor positions do not have to be Canadian, or be based in Canada. However, the Bidder is responsible to propose a team that will be able to perform the work in accordance with the Terms of Reference, including incorporating the applicable Canadian expertise into Project activities.</p> <p>Please see Addendum 003, Section 3 – changes to the RFP, for more information.</p>
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ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.