



## RETURN BIDS TO:

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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/D	<b>Date</b> 2020-07-23
<b>Client Reference No. - N° de référence du client</b> EN578-17-1582	<b>Amendment No. - N° modif.</b> 001
<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-031-78857	
<b>Date of Original Request for Supply Arrangement</b> 2020-06-25 <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 2020-07-30</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Address Enquiries to: - Adresser toutes questions à:</b> Clouthier, Andrew	<b>Buyer Id - Id de l'acheteur</b> cx031
<b>Telephone No. - N° de téléphone</b> (343) 572-1043 ( )	<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>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <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>		

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001

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### **AMENDMENT 001**

**This amendment is issued to:**

**Respond to questions from Bidders**

### **QUESTIONS AND ANSWERS**

#### **Question 1:**

In reference to Page 9:

*Section I: 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.*

It was our understanding that answering the criteria within *M.2 EVENTS MANAGEMENT ROJECTS* (The Supplier must provide three (3) event management projects....) is the only required response for Section I: Technical arrangement.

But the Section 1 description (above in blue) poses the question in a future tense...

#### **Questions:**

- a) Is a response to Section I required as a document when responding by July 30 with this first step of selection to be part of the supply list or required later with the calls for bid solicitation (after accepted to the supply list)
- b) Is this statement in blue asking for more than a direct answer to each point within M.2 (referring to past events)?
- c) And/or in response to *M.1 EXPERIENCE OF THE FIRM* should we introduce the company, core team experience, our typical workflow and project approach for all projects OR is that type of information expected to be included into the reply to M.2 for each project and only M2 response as a complete reply to Section I?

#### **Answer 1:**

- a) No, **Section I: Technical Arrangement** is part of the instructions on how to prepare your bid, please refers to **Annex “E” – EVALUATION GRID (RFSA)** for the evaluation criteria.  
The Request for Supply Arrangement is a competitive process to be able to pre-qualify as a supplier for the Event Management Services. If you pre-qualify you will then be awarded a Supply Arrangement and then you may be call for bid solicitation.
- b) No, as this **Section I: Technical Arrangement** is part of the instructions on how to prepare your bid, please refers to **Annex “E” – EVALUATION GRID (RFSA)** for the evaluation criteria.
- c) No this is not required under M1, the bidder will need to prove this through M.2 Events Management Projects.

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### Question 2:

Out of curiosity, is there a place to find the data on the volume of contracts that have been awarded through this specific supply arrangement in the past year(s)? We do not easily find that info on Buy and Sell.

### Answer 2:

The Supply Arrangement was just put in place last year, we have no data on the volume of contracts that have been awarded through this specific supply arrangement for this pass year.

### Question 3:

Should our response to the RFSA for Events Planning & Management be sent via epost Connect to [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca) OR [tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)?

### Answer 3:

As per **PART 2.0 SUPPLIER INSTRUCTIONS** section **2.2 Submission of Arrangements** of the RFSA:

Arrangements must be submitted **only** to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSA.

**Note:** For suppliers submitting using epost Connect for arrangements closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

**Note:** Arrangements will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2008, or to send arrangements through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile or paper will not be accepted.

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