



SEN RFP-001 21/22

Travel Services

Questions and Answers #2

April 29, 2021

Q1. In Annex B-Basis of payment: section 1c) miscellaneous transaction fees: what do you mean by miscellaneous fees?

R1. Miscellaneous fees are all costs that are not covered by the other categories in the table.

Q2. Are you going to add up the amounts of the service charges per description and per year to find out how much is the contract worth?

R2. The total of all costs will be used for evaluation purposes only.

Q3. Are you exempt from GST and QST?

R3. No.

Q4. When responding to your call for tenders, do you need to receive documents such as: IATA certificate, insurance certificate, Revenu Québec (NEQ) certificate, etc.)?

R4. The Senate only requires the specific documents requested in the RFP.

Q5. Can we create our own formatting or is it mandatory to use format provided?

R5. The Bidder can use their own formatting.

Q6. We would like to add charts and graphs to support our history, should that be in appendix or flowing in format provided?

R6. The Senate will accept an appendix.

Q7. What is maximum count of pages allowed?

R7. No limit to the number of pages.