



REQUEST FOR SUPPLIER QUALIFICATION ADDENDUM 1

RFSQ #DC-2021-AK-05 Writing and Copy Editing Services

Close Date/Time:

October 27, 2021
14:00 hours
Pacific Time

Issue Date: November 3, 2021

From: CTC Procurement

To: All Vendors

E-mail: procurement@destinationcanada.com

Below are answers to question(s) submitted in regards to the above noted RFSQ as of October 27, 2021.

Q1. Whether companies from outside of Canada can apply for this?

Answer: Yes, but there will likely be expectations to be able to align with delivery dates that are in Pacific Time (PT). You may also be required to connect with CTC employees by phone or video conference which would also likely be in PT.

Q2. Whether we need to come over there for meetings?

Answer: No – if we need to connect we will do so by phone or video conference.

Q3. Can we perform the tasks outside of Canada? (from India or USA)

Answer: Yes as long as there is an ability to connect and deliver on Pacific Time as determined on a project-by-project basis.

Q4. Can we submit the proposals via email?

Answer: Please follow the submission instruction as per B.3 of the RFSQ document.

Q5. Can we include online link to samples of work? The RFSQ document mentioned we are not allowed to provide certain links.

Answer: Hyperlinks will be accepted for examples of work completed such as files that are too large to be submit by e-mail. Links to sites such as LinkedIn or personal websites will not be accepted.

Q6. I am unable to copy images of my clippings into the documents. The final versions are on media platform websites. Are we able to provide links to these stories/episodes on major platforms in the proposal?

Answer: Direct hyperlinks will be accepted for samples of work completed for files that are too large to be submit by e-mail and/or difficult to include in your proposal. Links to sites such as LinkedIn or personal websites will not be accepted.