



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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/E	<b>Date</b> 2021-11-18
<b>Client Reference No. - N° de référence du client</b> EN578-17-1582	<b>Amendment No. - N° modif.</b> 002
<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-031-80496	
<b>Date of Original Request for Supply Arrangement</b> 2021-10-20 <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> Eastern Standard Time EST <b>on - le 2021-11-23</b> Heure Normale du l'Est HNE	
<b>Address Enquiries to: - Adresser toutes questions à:</b> St-Clair, Denise	<b>Buyer Id - Id de l'acheteur</b> cx031
<b>Telephone No. - N° de téléphone</b> (819) 712-2264 ( )	<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>		

Solicitation No. - N° de l'invitation  
EN578-171582/E

Amd. No. - N° de la modif.  
002

Buyer ID - Id de l'acheteur  
cx031

Client Ref. No. - N° de réf. du client  
EN578-171582

File No. - N° du dossier  
cx031.EN578-171582

CCC No./N° CCC - FMS No/ N° VME

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## **AMENDMENT 002**

**This amendment is issued to respond to questions from received**

### **Question 1:**

On page 33, in the evaluation criteria, we are asked to provide a Procurement Business Number ( PBN). Based on another project which we are the event management company, for we had used our CRA Business Number as directed at the time. On this occasion, for this RFSA, do you require us to have a PBN or may we use our CRA Business Number?

### **Answer 1:**

Your must obtain a Procurement Business Number (PBN) by sending an email to the SRI at [TPSGC.PABPMEclient- APOSMEclient.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.PABPMEclient-APOSMEclient.PWGSC@tpsgc-pwgsc.gc.ca) or call the Info Line at 1-800-811-1148.

### **Question 2:**

On p.34, part (f) of the evaluation criteria, Supplier's assigned portion of the overall budget (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes); We are not clear on what is being requested here. Do you require the dollar value break down of the assigned portion of the overall budget or do we share only in a percentage format? For example, is this a suitable format to answer the question : our professional management fees for a particular event was 10% of the overall event budget, 70% went into direct expense, 15% went into subcontracted expenses, and 5% went into travel and living expenses.

### **Answer 2:**

The Supplier can provide only the overall budget of the assigned portion in dollars, a breakdown is not necessary.

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**