



**NEGOTIATED REQUEST FOR PROPOSAL ADDENDUM #1**

---

**NRFP # DC-2021-PO-02 North America and Europe Trade Show Display Booth Design and Build**

**Close Date/Time:**

March 2, 2022 (as per amendment listed below)  
09:00 hours  
Pacific Time

<b><u>Issue Date:</u></b>	February 16, 2022	<b><u>From:</u></b>	CTC Procurement
<b><u>To:</u></b>	All Vendors	<b><u>E-mail:</u></b>	procurement@destinationcanada.com

---

**Below are the answers to questions submitted in regards to the above noted NRFP as of February 8, 2022.**

Q1. What destination/venue/location is the design and costs to be associated with on this NRFP? Are we to supply costs for the same stand both in Europe and USA? Is there a specific show the example is being measured against?

Answer: For the pricing exercise, DC provided an example of a booth set up based on a recent IMEX America stand. However, this is not standard. The set up and requests was generic yet specific for comparison purposes.

Q2. Can you supply a further explanation on Canada’s Diversity as its greatest asset? Is this the four seasons? The provinces? The people groups? The tourism destinations? All of the above?

Answer: All of the above. For further information, visit DC corporate website: <https://www.destinationcanada.com/en/about-us#howweare>

Q3. Are you able to supply a view of the hall plan for ASAE 2022 and IMEX America 2022 highlighting your exhibit space location?

Answer: this is not available at the moment.

Q4. Is the approximate value of the contracts listed for 2022 and 2023 based on Canadian Dollars?

Answer: yes, it is.

Q5. How many exhibition firms have been invited to participate in this NRFP?

Answer: this is a publically open competition.

Q6. Given that prices and cost structures at North American tradeshow are vastly different from those at European tradeshow, could you please provide an example of a European event for proponents to price?

Answer: Please refer to section C.3 of the NRFP document for details.

- Q7. You have listed approximate total values for the 2022 contract and the 2023 contract. How are these values split between North American shows and European shows; specifically, approximately what percentage of the budget is for European events versus North American events?

Answer: Please refer to section C.3 of the NRFP document for details.

- Q8. Once a bidding proponent achieves a score of 60% or higher on the Desirable Criteria questionnaire, are they automatically invited to a presentation?  
If not, will the selection be made exclusively on price?  
If yes, how will the presentation be used to evaluate the proposal?

Answer: as per section B.2.1 of the NRFP, proposals will be evaluated based on meeting the desirable criteria set out in Section E. Proposals that achieve a score of 60% or higher (the "Threshold") will be evaluated further based upon, but not limited to Presentation and Pricing.

Please refer to the Presentation Requirements in the NRFP document for further details.

**Following are five (5) amendments to the requirements of the above noted NRFP**

- 1) Reference Section F – PRICING the following is deleted:

**SECTION F – PRICING**

**F.1 Proposed Pricing Detail**

F.1.1 Example cost estimate

F.1.2 Rates

**F.2 Payment Discounts**

**F.3 Pricing Strategies**

and it is replaced with the following:

**SECTION G – PRICING**

**G.1 Proposed Pricing Detail**

G.1.1 Example cost estimate

G.1.2 Rates

**G.2 Payment Discounts**

**G.3 Pricing Strategies**

**And viceversa:**

- 2) Reference Section G – PRESENTATION REQUIREMENTS the following is deleted:

**SECTION G – PRESENTATION REQUIREMENTS**

**G.1 Presentation Requirements**

and it is replaced with the following:

**SECTION F – PRESENTATION REQUIREMENTS**

**F.1 Presentation Requirements**

- 3) Reference cover page, the following is deleted:

Name of Competition:	North America and Europe Trade Show Display Booth Design and Build
Competition Number:	DC-2021-PO-02
Closing Date and Time:	February 23, 2022, 9:00 Pacific Time (PT)
Contracting Authority:	Paulina Orozco Procurement Advisor <a href="mailto:procurement@destinationcanada.com">procurement@destinationcanada.com</a>

and is replaced with the following:

Name of Competition:	North America and Europe Trade Show Display Booth Design and Build
Competition Number:	DC-2021-PO-02
Closing Date and Time:	<b>March 2, 2022, 9:00 Pacific Time (PT)</b>
Contracting Authority:	Paulina Orozco Procurement Advisor <a href="mailto:procurement@destinationcanada.com">procurement@destinationcanada.com</a>

- 4) Reference Section B.3.1 Submissions, the following is deleted:

*“Proponents should submit their entire proposal via e-mail to the Contracting Authority by the closing date and time (“Closing Time”) of **9:00 hours PT, February 23, 2022.**”*

and is replaced with the following:

*“Proponents should submit their entire proposal via e-mail to the Contracting Authority by the closing date and time (“Closing Time”) of **9:00 hours PT, March 2, 2022.**”*

5) Reference Section H.1 NRFP Process Schedule, the following is deleted:

Intent to Submit (*)	February 4, 2022, 9:00 hours PT
Deadline for Questions	February 8, 2022, 9:00 hours PT
<b>Closing Date and Time</b>	<b>February 23, 2022, 9:00 hours PT</b>
Presentations of Shortlisted Proponents	Third week of March 2022
DC will endeavour to notify all proponents of its selection by:	Mid May 2022
Timeframe for Negotiations	5 days following notification by DC

Note: The schedule is subject to change at DC's sole discretion.

and is replaced with the following:

Intent to Submit (*)	February 4, 2022, 9:00 hours PT
Deadline for Questions	February 8, 2022, 9:00 hours PT
<b>Closing Date and Time</b>	<b>March 2, 2022, 9:00 hours PT</b>
Presentations of Shortlisted Proponents	Last week of March 2022
DC will endeavour to notify all proponents of its selection by:	End of May 2022
Timeframe for Negotiations	5 days following notification by DC

Note: The schedule is subject to change at DC's sole discretion.