



November 2, 2023

## ADDENDUM No. 2

**RFP No:** RFP SEN-046 23/24

**Title:** RESOURCE MANAGEMENT SYSTEM (ERP) THREAT AND RISK ASSESSMENT (TRA)

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The following shall be read in conjunction with and shall form an integral part of the Bid and resulting Contract documents. All other terms and conditions remain the same.

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Attached please find **ANNEX "F"– SUPPLIER CREATION AND DIRECT DEPOSIT ENROLLMENT FORM** that was omitted from the RFP package.

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SENATE  
SÉNAT  
CANADA

FINANCE AND PROCUREMENT DIRECTORATE  
DIRECTION DES FINANCES ET DE L'APPROVISIONNEMENT

## SUPPLIER CREATION AND DIRECT DEPOSIT ENROLLMENT FORM

<b>INSTITUTION – Please select:</b>	SENATE OF CANADA	OFFICE OF THE SENATE ETHICS OFFICER
<b>ACTION REQUIRED – Please select:</b>	SUPPLIER CREATION	SUPPLIER MODIFICATION
<b>REASON FOR ACTION OR COMMENT:</b>		
<b>SECTION 1 – SUPPLIER DETAILS – Please print</b>		
LEGAL NAME _____		TELEPHONE _____
REMITTANCE NAME (if different from the legal name) _____		SUPPLIER URL ADDRESS (if applicable) _____
<b>ADDRESS</b>		
STREET _____		CITY _____
POSTAL CODE _____	PROVINCE _____	COUNTRY _____
<b>REMITTANCE ADDRESS (if different from above address)</b>		
STREET _____		CITY _____
POSTAL CODE _____	PROVINCE _____	COUNTRY _____
<b>CORPORATION:</b>		<b>TAX-EXEMPT</b>
CANADIAN	U.S.	OTHER FOREIGN COUNTRY
<b>CONTRACTOR/SOLE PROPRIETOR</b> (INDIVIDUAL CHARGING SALES TAXES)		<b>Please indicate your HST/GST number</b>
<b>CONTRACTOR/SOLE PROPRIETOR</b> (INDIVIDUAL IS NOT CHARGING SALES TAXES)		<b>Please indicate your SOCIAL INSURANCE NUMBER</b>
<b>SECTION 2 – SUPPLIER PAYMENT DETAILS</b>		
CANADIAN DOLLARS	OTHER CURRENCY _____ (by cheque only)	
<b>METHOD OF PAYMENT</b>		
CHEQUE	<b>DIRECT DEPOSIT (C\$ only)*</b> *Please attach a blank cheque with "VOID" written on or other related banking documents (recommended)	SENATE CREDIT CARD
<b>DIRECT DEPOSIT EMAIL PAYMENT NOTIFICATION</b>		
EMAIL ADDRESS 1 _____e		EMAIL ADDRESS 2 _____e
<b>SECTION 3 – CONSENT *</b>		
<i>*Note: If a corporation, an authorized signing officer must complete and sign this form.</i>		
<i>I give my consent to the Senate of Canada to pay the invoices for the supplier identified in Section 1 through direct deposit to the financial institution that I have designated using the attached cheque with "VOID" written on it or my other attached related banking documents.</i>		
CONTACT NAME _____		TITLE _____
SIGNATURE _____		DATE _____

For contract or Purchase order please submit this completed and signed form (and supporting documents) to the Procurement Division of the Senate by e-mail to  
For invoice please submit this completed and signed form (and supporting documents) by e-mail to