



The amendment to the bid solicitation is to address the enquiries received:

Response(s) (R) to Question(s) (Q):

Q1. Annex A – Statement of Work – 4. Scope of Work: Related to the “maintaining a website/application to share up to date information”, is the expectation that the EMT will host and develop a web site and a mobile application, or does ECCC already have the infrastructure in place? If so, can you advise what technology is being used. As a follow up, what content is expected (event titles, descriptions, speaker names, bios, photos, etc.) to be hosted on the web site and application?

R1. The Event Management Team (EMT) will be responsible for hosting content on either their website, or one that is created for the event. This will be used to promote the call for events, the event submission process, as well as publish and update as needed, the program for the selected events that will take place at Canada’s pavilion during COP28. The event submission form, event selection criteria, and the final program will be developed in collaboration with and approved by ECCC prior to being live on the EMT’s website. The content for the event application process will include a questionnaire style submission form, the EMT will be responsible for triaging these submissions. Once the program is approved in the fall, the program content that will be published online is expected to include dates/times of events, event titles, descriptions, speaker names, bios, photos etc.

Q2. Annex A – Statement of Work – 4.1.2 Event Planning Phase: Regarding the ask “The EMT will participate in meetings with ECCC and the host country regarding the layout and design of the pavilion to ensure it aligns with programming goals and objectives”, can you advise how early in the design process we would be involved and what resources would already be in place in terms of an event space designer, and other resources related to this element. How many meetings do you anticipate having with the host country on the topic of layout and design of the pavilion?

R2. The EMT will be responsible to attend meetings between ECCC and the host country as early as July 2023. COP28 will take place within existing buildings located in Expo City Dubai, and the COP28 presidency has appointed an event company to lead on the pavilion space fit-outs. They have assigned us with an account manager who will assist with the design and layout of the event space. The EMT will attend ECCC’s meetings with the account manager and provide any thoughts or feedback on the requirements that will help the events program succeed (i.e. AV booth/technology requirements etc.). A more concrete schedule of meetings will be made available following the first meeting in early July with the UAE’s appointed account manager to Canada. It is expected that these meetings take place a couple times in July and August, followed by weekly meetings as of September until the beginning of the event in late November

All other terms and conditions of the Bid Solicitation remain the same.