



**The
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**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Department of Foreign Affairs Trade and Development.

We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

Proposition aux: Ministère des Affaires étrangères, commerce et développement

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toutes feuilles ci-annexées, au(x) prix indiqué(s).

Comments - Commentaires

Issuing Office – Bureau de distribution

Foreign Affairs, Trade and Development / Affaires étrangères, commerce et développement, SPBC
200 Promenade du Portage,
Gatineau, QC

Title / Titre Field Support Services Project (FSSP) – Kenya, Somalia & South Africa		Date April 19, 2023
Solicitation No. / N° de l'invitation 2023-7442326 – P-011023 / B		
Client Reference No. / No. de référence du client(e) 2023-7442326 – P-011023 / B		
Solicitation Closes / L'invitation prend fin At / à : 14H00 EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est) On / le : May 30, 2023		
F.O.B. / F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Destination of Goods and Services / Destinations des biens et services Department of Foreign Affairs, Trade and Development (DFATD)/ Ministère des Affaires étrangères, commerce et développement (MAECD)		
Address Inquiries to : / Adresser toute demande de renseignements à : Senior Contracting Management Services Officer Development Contracting and Management Services (SPBC) Email / Courriel: Henri.Thibault@international.gc.ca		
Delivery Required / Livraison exigée See herein — Voir en ceci	Delivery Offered / Livraison proposée See herein — Voir en ceci	
Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur		
Telephone No. / No. de téléphone	Facsimile No. / No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



**Title: Field Support Services Project (FSSP)
Kenya, Somalia & South Africa**

A. QUESTIONS AND ANSWERS

Question 1	Considering the development process and working at an optimum level, we have realized that given the requirements and the necessity to do a strong bid, we need more time to deliver. If possible, we kindly request a two-week extension?
Answer 1	As provided for at answer 3 of Addendum 2 published on May 11, 2023 “ Foreign Affairs, Trade and Development Canada will not be granting an extension to this request for proposals process at this time.”
Question 2	Section 2.3 Enquiries –The deadline for questions to the Contracting Authority is no later than 14 calendar days before bid close. Due to the complex nature of these documents, we would request this be changed to 7 calendar days before bid close?
Answer 2	(See AMENDMENT 1 below).
Question 3	5.3 Travel of the RFP, provides “The FSSP resources and the technical specialists must meet with DFATD representatives, government representatives and other stakeholders in the programming area, when requested.” a) Can DFATD please clarify if the Vendor will be required to be in Somalia physically for any of the FSSP’s tasks given this statement? b) Given the level of risk involved, if there is potentially a requirement to do so, can DFATD confirm there is the opportunity for the Vendor to discuss the current situational risk environment at that time of DFATD’s request to determine if both parties can mutually agree to physical travel to/within Somalia?
Answer 3	a) 5.3 provides that the FSSP resources and the technical specialists are required to meet in the programming area, when requested. The Contractor (Vendor) is responsible for determining whether the Contractor requires attending physically in support of these tasks. b) Regardless of who is travelling, D. Authorized Travel and Living Expenses of “IV” under 6.7.1 Basis of Payment Cost Reimbursable: Limitation of expenditure of PART 6 – RESULTING CONTRACT CLAUSES as well as in D. Travel and Living Expenses of TABLE(s) 3, 4, 5 and 6 – provides that All travel must have the prior authorization of the Technical Authority . This suggests that communication with the technical Authority will take place before any travel is approved or initiated. For information, direction and instructions regarding travel, refer to all other travel related provisions stated in the RFP.
Question 4	RTC2.1 - please confirm that the 9 points (a - i) listed in RTC2.1 can be demonstrated across the 3 projects, and not all three projects need to meet all nine points to achieve full points?
Answer 4	(See AMENDMENT 2 below).



Question 5	<p>a) Would someone's experience as 1) Operations manager 2) Coordinator 3) Program manager in a project similar to an FSSP count towards experience as a Program manager?</p> <p>b) Would such experience score marks for the position of Project Manager for the FSSP?</p>
Answer 5	<p>a) and b): Eligibility of the Bidder and proposed resources is defined in various sections throughout the Request for proposal (RFP). The bid and required resources are evaluated against ANNEX “D” – EVALUATION CRITERIONS.</p> <p>Also review PART 3 – BID PREPARATION INSTRUCTIONS and PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION.</p> <p>In addition, it is recommended that Bidders review the RFP in its entirety.</p>

B. AMENDMENTS TO THE REQUEST FOR PROPOSAL

AMENDMENT 1: Amends “2.3 Enquiries – During Bid Solicitation” of **PART 2 – BIDDER INSTRUCTIONS**

DELETE 2.3 Enquiries – During Bid Solicitation in its entirety and **REPLACE** with the following:

2.3 Enquiries – During Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

AMENDMENT 2: Amends “RTC2.1” of **ANNEX “D” – EVALUATION CRITERIONS**

DELETE RTC2.1 in its entirety and **REPLACE** with the following:

RTC2.1	<p>Demonstrated Project Management Experience (Maximum 9 points)</p> <p>The Bidder should clearly demonstrate the proposed Project Manager’s project management experience for activities performed in the project(s) submitted.</p> <p>Only 1 point will be awarded per activity below. To obtain a point, the activity only needs to be demonstrated in any one of the three projects and clearly described by including at least two examples. Activities</p>	/9	
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	<p>presented do not have to form part of the same project and can presented across any of the three projects, as the case may be.:</p> <ul style="list-style-type: none">• Collaborating with partners in assessing needs and setting priorities;• Preparing project documents, including Procurement Plans, Operating Procedures Manual and Annual Work Plans;• Ensuring overall quality and management oversight of all services delivered within the project;• Ensuring cost-effectiveness of services delivered within the project;• Planning and coordinating administrative, financial and logistics management services provided under the project;• Communicating with government authorities or their representatives and other relevant project stakeholders;• Developing and maintaining networks of key stakeholders (government, civil society, other donors, private sector);• Identifying and procuring relevant goods and services• Ensuring the effective management of financial resources and internal monitoring of project progress and results, including dealing with project issues and problems as they arise.		
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C. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.