



**GOVERNMENT OF BERMUDA**  
Ministry of Labour, Community Affairs and Sports  
Department of Workforce Development

April 23, 2019

Dear Respondents

**Ref: Compilation and Production of the National Training Board Annual Report DWD02/2019**

Addendum 1 contains 4 pages.

The following addendum supersedes information contained in the RFQ to the extent referenced.

This addendum forms part of the RFQ documents and will be subject to all of the conditions set out in the contract conditions.

**Part 1 Invitation and Submission Instructions**

Refer to the RFQ scope of work and requirements for details and clarity of instructions stated in Part 1 – Invitation and submission Instructions 1.1 to 1.5.5.

The purpose of this request for quotations is to select a vendor for the compilation and production of the National Training Board Annual Report that covers a two year period 2017/18 and 2018/19. In general, the two year report should highlight the services, resources and accomplishments of the department to clients.

**Part 2 Evaluation and Award**

Refer to Part 2- Evaluation and Award 2.1 to 2.5 for details and general instructions for the compilation and production of the National Training Board Annual Report.

**Part 3 Terms and Conditions of the RFQ process**

Refer to Part 3 – Terms and Conditions 3.1 to 3.7 of the RFQ process for details and general instructions for clarification.

**Appendixes**

Refer to Annex A – for Sample Form of Service Agreement for general instructions and clarification.

Refer to Appendix B for Submission Form guidelines for clarification.

Refer to Appendix C for Pricing guidelines and instructions for clarification.



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**Deliverables or Prices**

Refer to Appendix D for RFQ deliverables and particulars for the scope of work for the Compilation and production of the National Training Board Annual Report.

**Questions (Q) and Government's Responses (R).**

**Q1** Do you have a set budget in mind for the 2017/18 and 2018/19 Annual Report?

**R1** The budget is based on several factors including, lowest bid, scope and requirements. Due to budget constraints, this year's budget has been significantly reduced compared to previous years.

**Q2** Are you able to tell us what the budget was for the compilation and production of the 2016-2017 Annual Report?

**R2** No, Budget Estimate are not disclosed.

**Q3** Were you happy with the 2016-2017 Annual Report process?

**R3.** Yes. The process with the vendor and department was collaborative and requirements were satisfactorily met.

**Q4** Were you happy with the look of the 2016-2017 Annual Report design?

**R4** Yes.

**Q5** Does the chosen vendor need to maintain the design style/colours of the 2016-2017 Annual Report?

**R5** The selected vendor is welcome to make recommendations in the design/style/colour in compilation and production of the Report. DCI will also be available to provide assistance.

**Q6** How many initial design concepts would you expect to see included in the quote?

**R6** Approximately two.

**Q7** Will corporate headshots of the Minister, Chairman and Director be provided to the selected vendor?

**R7** Yes. DCI can provide assistance in this area.

**Q8** Will all other photographs be provided to the selected vendor?



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**R8** DCI will be available to provide assistance in this area.

**Q9** With the exception of interviews, will all other written content be provided to the selected vendor?

**R9** Yes. Some written content will be provided to the selected vendor.

**Q10** If stock photography is required to enhance the Annual Report design, will photographs be provided to the selected vendor? If not, does the cost for stock photography need to be included in the quote, or can stock photography be quoted as an out of scope item?

**R10** DCI will be available to provide assistance for photographs and associated images required.

**Q11** Will the selected vendor be expected to include financials/charts/graphs as part of the layout?

**R11** Yes. The selected vendor will be expected to include statistical data/charts and information in the report with the assistance of management of the department.

**Q12** Who is the target audience for these hard copy reports? Who is the intended audience for the electronic reports? Will it be the business community, politicians or programme participants?

**R12** The NTB Annual Report is mandated by legislation to be table in the House of Assembly. MP's, Board members, and business community industry stakeholders are the target audience.

**Q13** What does the footnote **RFQ (Low Bid)** refer to? As print costs are determined by the binding type and paper choice. Can we provide options that?

**R13.** The footnote "RFQ (low bid) means Request for Quotation for Low bid procurement method. DCI will also be available to provide assistance and guidance in these areas to reduce cost.

**Q14** If we use third party vendors for the purchase of thumb drives, do we have the option of using international vendors?

**R14** Yes

**Q 15** Will we have access to DCI photographers as we schedule photo sessions, or shall we engage our own professional local photographers and include those costs with art direction fees?

**R 15** Yes, the Director of DCI has been consulted and is aware and anticipates to work along with the selected vendor.



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**Q16** As far as interviews - can we assume approximately five (5) feature client interviews for the highlighted portion of the report?

**R16** Possibly more. DCI is currently responsible for producing and conducting interviews with selected DWD clients as profile success stories that are featured on a regular basis in print and electronic media platforms.

END OF ADDENDUM # 1

**Note:** Amendment/addenda will be posted at <https://www.gov.bm/procurement-notice>. Respondents should visit the Government Portal website on a regular basis during the Procurement process.