

2016-10-19

**REQUEST FOR PROPOSAL
ANNUAL FUNDRAISING PROGRAM
RFP 146 (2016-09)
ADDENDUM #1**

This addendum shall be incorporated into, and form part of RFP 146 (2016-09) and take precedence over all requirements of the previously issued bid documents including plans. This addendum must be signed by the bidder (signing officer) in the appropriate space and must be attached to the Form for submission by the bidder. This Addendum consists of two (2) pages.

1. **Question:** *On page 16, price schedule, are you looking for the agency fee's per campaign or all-in pricing (printing, data, postage, etc.)?*

Answer: *Pricing should be for all-in pricing including printing, data, postage and any other associated costs to deliver a successful campaign.*

2. **Question:** *Could you please advise exactly what that quantity of your mailing is?*

Answer: *Mailing number's vary anywhere from 5,000 to 10,000, depending on what segments are included and whether or not we do acquisition.*

3. **Question:** *On page 8, section 5.4, please clarify relevant qualification and experience including the directly related experience of designing comparable publications"*

4. **Answer:** *Submissions should include qualification and experience including the directly related experience in designing and delivering direct marketing campaigns,*

Receipt of the Addendum shall be acknowledged as part of your submission.

The Board of Management of the Toronto Zoo reserves the right to reject any or all Quotations or to accept any quotation, should it deem such action to be in its interests.

If you have any queries regarding this matter, please contact Mr. Peter Vasilopoulos, Supervisor, Purchasing & Supply, at 416-392-5916.

Yours truly,

Peter Vasilopoulos
Supervisor, Purchasing & Supply

RFP 146 (2016-09)
ANNUAL FUNDRAISING PROGRAM
ADDENDUM # 1

2016-10-19

I/we hereby acknowledge receipt of this addendum and make allowance in my bid.

Signed (Must be Signing Officer of Firm)

Name of Firm

Date:

END OF ADDENDUM 1