

August 8, 2017

**CLARIFICATIONS**

Re: Solicitation No. 8005144 In Country Mexico Marketing and Public Relations Services

Please be advised of the following clarifications to the above referenced Solicitation.

1. In regards to audited financial statements on page 12, section 5.2.4.3.3, our firm is in full compliance with the Mexican tax authority (SAT), and we are in possession of the annual declaration form, approved and sealed by the Mexican tax authority, SAT. (The financial statements, P&L and Balance sheet, are part of that package.) Mexican Law does not require that firms of our size and nature undergo auditing processes by external accounting firms. Do we still require an additional external audit?

*Additional external audit of financial statements will not be required.*

2. On the subject of the W9 form for the IRS, our understanding is that this is not intended for foreign entities such as ours. In our experience with U.S. clients, we have used the W8 form. Is this suitable?

*For international companies the IRS requires a W-8.*

3. Regarding the form in page 41, Organizational Summary Information, seems to apply only for companies based in the United States. Is there a form for foreign companies, or should we just fill the information that applies?

*Please disregard this form.*

4. Should the entire proposal be signed by the firm's legal representative, or can it be signed by the proposed account manager?

*The proposal should be signed by any authorized signatory of the firm providing the proposal.*

5. Just to confirm that you are not asking anything about Market overview, right?

*Correct; not necessary but can include if wanted*

6. In relation to the formats you sent in the RFP, we do not apply for several, we should not have sent it or send it with the legend N/A?
  - a. Work force composition
  - b. Insurance affidavit
  - c. Certificate on anti-corruption compliance

*All three forms must be completed. The Work Force Compensation may be skipped if you feel it does not apply to your firm however the Insurance Affidavit and Certificate of Anti-Corruption Compliance Forms are REQUIRED to make your proposal responsive and available for evaluation*

7. What do you mean in the point 5.2.4.9.2 with Provide the following information for at least two (2) completed projects:
- a. Original contract price versus final contract price
  - b. Original contract implementation date versus actual implementation date
  - c. Critical steps summary
  - d. Project Plans Summary
  - e. Total resources allocated

*You may disregard this section.*

8. What is the estimated budget for the project?

*I am unable to provide that information at this time.*

9. What was the average budget invested by the DFW Airport for these kinds of projects in the past?

*I am unable to provide that information at this time.*

**NOTE:** A copy of this questions and clarifications shall be acknowledged by appropriate signature and attached to the submitted proposal.

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Company Name

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Signed \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions regarding this matter, contact during normal working hours (8:00 AM to 4:30 PM, Monday through Friday) at 972-973-5620 (p), 972-973-5601 (f) or at the email address of [Shhamilton@dfwairport.com](mailto:Shhamilton@dfwairport.com).

Sincerely,

Shannon Hamilton

Shannon Hamilton  
Procurement and Materials Management Department