



**SEN RFP-033 21/22**  
**Consulting Services – Development of an effective Enterprise Risk Management**  
**(ERM) framework**  
**Questions and Answers # 2**

October 21, 2021

**Q1.** The Direct Deposit Enrollment Form included in the RFP is too blurry to read and fill out. May you forward us a copy of the Direct Deposit Enrollment Form?

**R1.** Please see below.



SENATE | SENAT  
CANADA

FINANCE AND PROCUREMENT DIRECTORATE

SUPPLIER CREATION/CHANGE REQUEST FORM

For Internal use only:

Supplier ID code

**INSTITUTION AND ACTION REQUIRED**

**Modify - Senate of Canada**

Reason for action:

  

Submit the scanned form (and attachment) in the following 15 days to the Senate Finance and Procurement Directorate by e-mail at [finpro@sen.parl.gc.ca](mailto:finpro@sen.parl.gc.ca)

**Section 1 - SUPPLIER DETAILS**

LEGAL NAME: \_\_\_\_\_ Tel: \_\_\_\_\_

OPERATING NAME: \_\_\_\_\_ Tel: \_\_\_\_\_

ADDRESS:

Street No./PO BOX: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code/Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Remittance Address if different from above:

Street No./PO BOX: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code/Zip: \_\_\_\_\_ Country: \_\_\_\_\_

HST/GST (for applicable Corporation)		
Social Insurance Number (for Contractor)		

**Section 2 - SUPPLIER PAYMENT DETAILS**

CANADIAN \$     OTHER CURRENCY \_\_\_\_\_

Method of Payment:

CHEQUE     CAD DIRECT DEPOSIT Attach a blank cheque with "VOID" written on it or other related banking documents

DD Payment Notification:

E-MAIL Address 1: \_\_\_\_\_ EMAIL Address 2: \_\_\_\_\_

**Section 3 - CONSENT**

I give consent to the Senate of Canada to pay the invoices for the supplier identified in Section 2 through Direct Deposit to the financial institution that I have designated through the attach cheque with "VOID" written on it or my other attached related banking documents

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 4 - Senate FinProc use ONLY**

XXXXX01 Suppliers; ( i.e. GRAND01 for Grand & Toy)

SUPPLIER PARKED     SUPPLIER UNPARKED

COMMENTS: \_\_\_\_\_