

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau**  
**Québec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen 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 therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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 toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> 11TH CANADIAN IMMUNIZATION CONF.	
<b>Solicitation No. - N° de l'invitation</b> EH713-130404/A	<b>Date</b> 2012-09-05
<b>Client Reference No. - N° de référence du client</b> EH713-13-0404	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-011-61144	
<b>File No. - N° de dossier</b> cx011.EH713-130404	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-09-20</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Amaral, Paola B.	<b>Buyer Id - Id de l'acheteur</b> cx011
<b>Telephone No. - N° de téléphone</b> (613) 993-5642 ( )	<b>FAX No. - N° de FAX</b> (613) 993-2581
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA GOVT CONFERENCE CENTRE 2 RIDEAU ST OTTAWA Ontario K1A0M3 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication  
360 Albert St. / 360, rue Albert  
12th Floor / 12ième étage  
Ottawa  
Ontario  
K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## 11TH CANADIAN IMMUNIZATION CONFERENCE

### SPACE RENTAL

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Annex "A"      Statement of Work  
Annex "B"      Pricing and List of Deliverables  
Annex "C"      Insurance Requirement

**PART 1  
GENERAL INFORMATION**

**1. Security Requirement**

There is no security requirement associated with the requirement.

**2. Statement of Work**

The Public Health Agency of Canada's 11th Canadian Immunization Conference has a requirement for the provision of meeting space, catering services and audio visual services in downtown Ottawa, Ontario for participants, speakers, exhibitors, organizing committee members and conference organizing staff attending, presenting and working at the three day conference from Monday, December 1st, 2014 through Wednesday, December 3rd, 2014. Public Health Agency of Canada (PHAC) expects 1,200 delegates to attend the event on all three days.

The conference organizing staff and contractors will require access to offices, the Speaker Ready Room and registration Area to work, store equipment and for the Organizing Committee meetings that could occur between November 29th and December 4th, 2014. All other meeting space is for three days.

**3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority **within 15 working days** of receipt of the results of the bid solicitation process. The debriefing will be provided in writing.

**PART 2  
BIDDER INSTRUCTIONS**

**1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012/07/11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

**1.1 SACC Manual Clauses**

A0070C (2007/11/30) Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

## 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place as follows:

**Bids must be submitted by 2:00pm Eastern Daylight Time (EDT) on September 20th, 2012 to:**

Bid Receiving (HQ)  
Department of Public Works and Government Services Canada  
Bid Receiving Unit  
Portage III, 0A1  
11 Laurier Street  
Gatineau, QC  
Four Couriers: J8X 4A6 For regular mail: K1A 0S5  
Telephone: 819-956-3370  
Fax No.: 819-997-9776

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will **not** be accepted.

## 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority **no later than five (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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## 4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

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### PART 3 BID PREPARATION INSTRUCTIONS

#### 1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (2 hard copies and 1 soft copies on CD, DVD, or USB key)**  
**Section II: Financial Bid (2 hard copies and 1 soft copies on CD, DVD, or USB key)**  
**Section III: Certifications (2 hard copies)**

Bidders should clearly label all hard and soft copies of their bids with their firm's name and the solicitation number.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation;
- (c) no plastic covers or binders, if possible. Please be considerate of the environment.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

- (a) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- (b) **Pricing Tables including Embedded Formulae:** If the pricing tables provided to the Bidders include formulae or other programming, even though Bidders must use these forms to submit their bids, PWGSC may re-enter the data from the Bidder's submitted form into a fresh form, if PWGSC is concerned that the formulae or other programming may no longer be intact or functioning properly.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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**PART 4  
EVALUATION PROCEDURES AND BASIS OF SELECTION**

**1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

**1.1 Technical Evaluation**

**1.1.1 Mandatory Technical Criteria**

**M.1** The Bidder must be able to provide the services and meeting space required in Annex "A".

**M.2 Financial Proposal**

The Bidder must provide complete costing information strictly in accordance with Annex "B" Pricing and List of Deliverables. **All line items in Annex "B" must be bid, including all mandatory options.** The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

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**BIDS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION.**

**1.2 Financial Evaluation**

**1.2.1 Evaluation of Price**

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

**1.2.2 Financial Evaluation Criteria**

The financial evaluation will be conducted by calculating the Total Bid Price using Annex "B" - Pricing and List of Deliverables, as completed by the bidder.

**2. Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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**PART 5  
CERTIFICATIONS**

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify the bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

**1. Code of Conduct Certifications - Consent to a Criminal Record Verification**

Pursuant to section 01 of Standard Instructions 2003, a Consent to a Criminal Record Verification form, must be submitted ***with the bid, by the bid solicitation closing date***, for each individual who is currently on the Bidder's Board of Directors.

**1.1 Bidders must submit with their bid, by the bid solicitation closing date:**

- (a) A complete list of names of all individuals who are currently directors of the Bidder;

- (b) a properly completed and signed form "Consent to a Criminal Record Verification" (PWGSC-TPSGC 229), for each individual named in the list. Here is the link to the form:

[Http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html)

## 2. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### 2.1 Federal Contractors Program for Employment Equity

1. The Federal Contractors Program for Employment Equity (FCP-EE) requires that some suppliers bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder is subject to the FCP-EE, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Social Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contract Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP-EE for a reason other than the reduction of their workforce to less than 100 employees. Any bid from ineligible contractors will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP-EE, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity (<http://www1.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>) to the Labour Branch of HRSDC.

3. The Bidders certifies its status with the FCP-EE, as follows:

The Bidder

- ( ) is not subject to the FCP-EE, having a workforce of less than 100 permanent full or part-time employees in Canada,
- ( ) is not subject to the FCP-EE, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- ( ) is subject to the requirements of FCP-EE, having a workforce of 100 or more permanent full or part-time employees in Canada, but has not previously obtained a certificate number from HRSDC, (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

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(d) ( ) is subject to FCP-EE, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared ineligible offeror by HRSDC).

Further information on the FCP-EE is available on the following HRSDC

Website: <http://www.hrsdc.gc.ca/en/labor/equality/fcp/index.shtml>.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

## 2.2 Canadian Content Certification

2.2.1. SACC Manual clause A3050T (2010/01/11) Canadian Content Definition.

2.2.2. This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 5 of clause A3050T.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

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## PART 6 RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The Contractor must perform the work described in the Statement of Work detailed in Annex "A".

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website:

<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

#### 3.1 General Conditions

2010C (2012/07/16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from date of Contract award to **December 31st, 2014**.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Paola Amaral**

Senior Purchasing Assistant  
Public Works and Government Services Canada  
Acquisitions Branch  
Communications Procurement Directorate  
360 Albert St., 12th Floor, #5  
Ottawa, ON K1A 0S5

Telephone: 613-993-5642  
Facsimile: 613-993-2581  
E-mail address: [paola.amaral@pwgsc-tpsgc.gc.ca](mailto:paola.amaral@pwgsc-tpsgc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

#### 5.2 Project Authority

The Project Authority for the Contract is:

*The name and contact information is to be provided in the resulting contract.*

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the

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Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **5.3 Contractor's Representative**

*The name and contact information is to be provided in the resulting contract.*

## **6. Payment**

### **6.1 Basis of Payment**

The Contractor will be paid in accordance with Annex "B" for the Work performed pursuant to the Contract and subject to acceptance by the Project Authority.

### **6.2 Limitation of Price**

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporations into the Work.

### **6.3 Single Payment**

SACC Manual clause H1000C (2008/05/12) Single Payment

## **7. Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the 2010C (2012/07/16) General Conditions - Services (Medium Complexity). Invoices cannot be submitted until all work identified in the invoice is completed.

The original and one (1) copy of the invoice together with attachments, must be forwarded to the Project Authority and one (1) copy of each invoice with attachments must be forwarded to the Contracting Authority identified herein.

## **8. Certifications**

**8.1** Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **8.2 SACC Manual Clauses**

SACC Manual Clause A3060C (2008/05/12) Canadian Content Certification

## **9. Applicable Laws**

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The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

## 10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2003 (2012/07/11) Standard Instructions - Goods or Services - Competitive Requirements;
- (c) 2010C (2012/07/16) General Conditions - Services (Medium Complexity);
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Pricing and List of Deliverables;
- (f) the Contractor's bid dated \_\_\_\_\_.

## 11. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "C". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 12. Safety Regulations and Labour Codes

The Contractor must adhere to all safety rules, regulations and labour codes in force in all jurisdictions where the accommodation is located.

## 13. Renovations

The Contractor agrees to give 30 days notice of any construction or remodeling to be performed in the property, which might interfere with the participants' safety and/or comfort. In such case, Canada may terminate this contract in accordance with this provision, the Contractor must, if requested by Canada, use its best effort to assist PWGSC in locating an alternate accommodation establishment with comparable facilities at a comparable price and to offset additional costs incurred by Canada in order that it can relocate.

**ANNEX "A"****STATEMENT OF WORK****Public Health Agency of Canada's 11th Canadian Immunization Conference****A.1. REQUIREMENT**

The Public Health Agency of Canada's 11th Canadian Immunization Conference has a requirement for the provision of meeting space, catering services and audio visual services in downtown Ottawa, Ontario for participants, speakers, exhibitors, organizing committee members and conference organizing staff attending, presenting and working at the three day conference from Monday, December 1st, 2014 through Wednesday, December 3rd, 2014. Public Health Agency of Canada (PHAC) expects 1,200 delegates to attend the event on all three days.

The conference organizing staff and contractors will require access to offices, the Speaker Ready Room and registration Area to work, store equipment and for the Organizing Committee meetings that could occur between November 29th and December 4th, 2014. All other meeting space is for three days.

**A.2. LOCATION**

The location of the establishment providing the requirement must be located in downtown Ottawa, Ontario. This event moves to a different region of Canada every two years and it has been decided that the 2014 conference will be in Ottawa. The downtown core is essential as the successful bidder must be within close proximity (walking distance) to restaurants and to hotels in which approximately 4,800 room nights are available.

**A.3. MEETING SPACE REQUIREMENTS****A.3.1 Table: Meeting Space Required**

Space	Function	Dates used	Set-up	Square footage (minimum)
A	Plenary and Banquet	November 29, 2014 for set-up. December 1, 2014 to December 3, 2014 for the plenary. December 2, 2014 for Banquet Dinner.	<ul style="list-style-type: none"> <li>Approximately 50% theatre and 50% classroom-style seating for 1,200 participants</li> <li>3 screens, front or flown projection (see table A.6.1)</li> <li>Staging for 5-member panel and podium</li> <li>Space for simultaneous interpretation equipment (provided by PHAC) and staff is required</li> </ul>	17,000
B	Exhibits, Poster display, Welcome	November 29, 2014 for set-up.	<ul style="list-style-type: none"> <li>40 booths (10' x 10' exhibits)</li> <li>200 posters displayed on double-sided poster boards. Posters are a maximum of 48" in height x 96"</li> </ul>	25,000

	Reception, buffet lunches and Health breaks	November 30, 2014 to December 3, 2014 for exhibit, display posters, buffet lunches and health breaks.  December 1, 2014 for the Welcome Reception.	in length (122 cm x 244 cm), approximately • Buffet area for 1,200 delegates with sitting arrangement for 200 people on round tables of 10 • Reception area for 1,200 delegates on one night, with sitting arrangement for bar tables for 400 people • Internet café with 4 workstations comprised of 4 tables and 4 chairs	
<b>C</b>	Concurrent session 5 rooms for 300-350 delegates	November 30, 2014 for set-up.  December 1, 2014 to December 3, 2014 for delegates.	• 5 x concurrent session rooms each to accommodate 300-350 people theatre-style • 1 screen, front projection (see table A.6.1) • Staging for 3-member panel and podium • Could have simultaneous interpretation equipment (provided by PHAC) and staff	3,500

Notes:

1. Concurrent session rooms also used for Co-development Accredited Learning Activities.
2. Floor plans are required for SPACE A, B, & C.

**A.3.2 Table: Speaker Ready Rooms, Registration Areas, and Offices**  
*(Continued from table above)*

Space	Function	Dates used	Set-up	Square footage (minimum)
<b>D</b>	Registration Desk/ Information Desk	November 29, 2014 for set-up.  November 30, 2014 to December 3, 2014	Counter area to service 1,200 delegates and area for queuing	A minimum of 30 linear feet with a 6 feet from the front of the counter to the back wall and 10-15 feet of unobstructed space in front of the counter for queuing; 2,000 to 3,000 sq. ft. depending on configuration
<b>E</b>	Organizing Committee	November 30, 2014 to December 3 2014	Boardroom or hollow square for 30 people	1,100

			Buffet dinner for 30 people on one night	
<b>F</b>	PHAC Office	November 30, 2014 to December 4, 2014	1 work station & meeting space	400
<b>G</b>	Media & Communications Office	December 1, 2014 to December 3, 2014	2 work stations on perimeter & meeting/interview space (round table)	1,300
<b>H</b>	Daily newspaper office	December 1, 2014 to December 3, 2014	2 work stations on perimeter & interview space (round table)	1,300
<b>I</b>	Speaker Ready Room	November 29, 2014 to December 3, 2014	Desk & work stations on perimeter	1,700
<b>J</b>	Conference operations office	November 29, 2014 to December 3, 2014	Tables, 3 work stations & large storage area	1,100
<b>K</b>	Interpreters' office & lounge	November 30, 2014 to December 3, 2014	2 workstations & meeting space	775
<b>L</b>	Internal meeting space	November 30, 2014 to December 3, 2014	Boardroom for 20 people	700

#### A.4. INTERNET ACCESS AND MISCELLANEOUS REQUIREMENTS

##### A.4.1 Table: Internet Access and Miscellaneous Requirement

Space	Date	Meeting Room/Area	Communications Requirement
<b>A</b>	November 30, 2014 to December 3, 2014	Main Plenary Room	V-Lan
<b>B</b>	December 1, 2014 to December 3, 2014	Internet café (Exhibit Hall)	Wired Internet connection (4)
<b>C</b>	November 30, 2014 to December 3, 2014	Concurrent Sessions	5 x V-Lan
<b>D</b>	November 29, 2014 to December 3, 2014	Registration Area	Wired Internet connection (2) Telephone & line with long distance capability (1) Fax line (1)
<b>E</b>	November 30, 2014 to December 3, 2014	Organizing Committee meeting room	Telephone (1) Wireless internet - 4 users
<b>F</b>	November 29, 2014 to December 4, 2014	PHAC Office	Wired Internet connection (1) Telephone & line with long distance capability (1) Fax machine & Fax line (1)
<b>G</b>	December 1, 2014 to December 3, 2014	Media & Communications Center	Wired Internet connection (2) Wireless Internet - 4 users Telephone & line with long distance capability (1) Fax line (1)

<b>H</b>	November 30, 2014 to December 3, 2014	Daily Newspaper Office	Wired Internet connection (1) Telephone (1)
<b>I</b>	November 30, 2014 to December 3, 2014	Speaker Ready Room	V-Lan Wired Internet connection (1)
<b>J</b>	November 29, 2014 to December 4, 2014	Operations Office	Wired Internet connection (2) Telephone & line with long distance capability (1) Fax machine & Fax line (1)

## A.5 CATERING REQUIREMENTS (MANDATORY OPTION)

The venue will have the capacity and staff to provide lunch and health breaks for the 1,200 participants at the scheduled times on the agenda.

- Final catering numbers will be confirmed 72 hours in advance of the function date.
- The Contractor must provide options for special dietary requirements for participants. Information on dietary requirements will be provided to the venue a minimum of one week prior to the Conference.
- It is anticipated that many of the participants will be vegetarians.

### A.5.1 Catering Schedule

#### Sunday, November 30, 2014

- Buffet Dinner for the organizing committee for a total of 30 people set-up in the Organizing Committee office (SPACE E)

Soup or Salad  
Entrées (Choice of 2: Beef or Fish or Chicken)  
Seasonal vegetable  
Assorted bread  
Assorted desserts  
Regular & decaf coffee, tea, soft drinks

#### Monday, December 1, 2014

- Morning and afternoon Health Breaks for a total of 1,200 people set up in the Exhibit Hall (SPACE B).

**MORNING:**  
Coffee/tea/jugs of water and juice  
Selection of pastries, croissants, bagels &/or muffins  
Butter, Cream cheese & preserves  
Sliced fruit with yogurt

**AFTERNOON:**  
Selection of cookies and cakes  
Cheese plates  
Sliced fruit  
Regular & decaf coffee, tea & soft drink

- Buffet Lunch for 1,200 to be served between 12:00 - 1:30 pm in Exhibit Hall (SPACE B) with sitting arrangement for 200 people on round tables of 10.

Salad (choice of 2 or 3)  
Entrées (choice of 2: 1 cream, 1 marinara/tomato based sauce with chicken or vegetarian)  
Seasonal vegetable  
Bread/focaccia  
Assorted desserts  
Regular & decaf coffee, tea, soft drinks

- Welcome Reception for 1,200 people to be set-up in the Exhibit Hall (SPACE B) from 5:00pm - 6:30pm with arrangement for bar tables for 400 people.

RECEPTION:  
Hot and cold hors d'oeuvres  
Cash bar

Tuesday, December 2, 2014

- Morning and afternoon Health Breaks for a total of 1,200 people to be set up in the Exhibit Hall (SPACE B).

MORNING:  
Coffee/tea/jugs of water and juice  
Selection of pastries, croissants, bagels &/or muffins  
Butter, Cream cheese & preserves  
Sliced fruit with yogurt

AFTERNOON:  
Selection of cookies and cakes  
Cheese plates  
Sliced fruit  
Regular & decaf coffee, tea & soft drink

- Buffet Lunch for 1,200 to be served between 12:00 - 1:30 pm in Exhibit Hall (SPACE B) with sitting arrangement for 200 people on round tables of 10.

Soup/chowder  
Salad (choice of 2)  
Entrées (choice of 2: 1 beef or fish, 1 vegetarian)  
Seasonal vegetable  
Rice or potato  
Bread/rolls  
Assorted desserts  
Regular & decaf coffee, tea, soft drinks

- Banquet dinner for 800 guests - Reception at 6:30pm followed by dinner at 7:30pm. Round table of 8 or 10. Dance band and dance floor after dinner. Music band will be supplied by PHAC. To be set-up in the Plenary Room (SPACE A).

RECEPTION:  
Pub style snacks  
Cash bar

**DINNER:**

Soup/chowder  
Entrées (1 beef or chicken or vegetarian)  
Seasonal vegetable  
Rice or potato  
Bread/rolls  
Assorted desserts  
Regular & decaf coffee, tea, soft drinks  
Cash bar available throughout dinner

Wednesday, December 3, 2014

- Morning and afternoon Health Breaks for a total of 1,200 people set up in the Exhibit Hall (SPACE B).

**MORNING:**

Coffee/tea/jugs of water and juice  
Selection of pastries, croissants, bagels &/or muffins  
Butter, Cream cheese & preserves  
Sliced fruit with yogurt Chilled fruit juices

**AFTERNOON:**

Selection of cookies and cakes  
Cheese plates  
Sliced fruit  
Regular & decaf coffee, tea & soft drink

- Buffet Lunch for 1,200 to be served between 12:00 - 1:30 pm in Exhibit Hall (SPACE B) with sitting arrangement for 200 people on round tables of 10.

Soup/chowder  
Salad (choice of 2)  
Vegetable/antipasto tray  
Array of sandwiches & wraps (20% vegetarian)  
Assorted desserts  
Regular & decaf coffee, tea and soft drinks

**A.6 AUDIO VISUAL REQUIREMENTS (MANDATORY OPTION)**

**A.6.1 Table: Audio Visual Requirements**

Space	Date	Activity	Requirement
A	November 30, 2014	Set- up	<ul style="list-style-type: none"><li>• 3 data projectors - minimum 7000 lumens (front or flown projection TBC)</li><li>• 3 screens with dress kits such as 9 x 27</li><li>• Seamless switching with the capacity to send any multiple images to any screen</li><li>• Confidence monitor</li><li>• Presentation Cue System w/ remote (both laptops will be at tech desk)</li></ul>
	December 1, 2014 & December 3, 2014 8:30am - 7:00pm	Plenary Sessions	

	December 2, 2014 8:30am - 12:00am	Plenary Sessions & Conference Banquet*	<ul style="list-style-type: none"> <li>• Backdrop drape and any required run-off drape between screens &amp; backdrop drape with up lighting</li> <li>• Basic lighting of stage, podium area and microphone position</li> <li>• VH1 Style Podium</li> <li>• 4 wireless hand held microphones / floor microphones</li> <li>• 2 wireless lavalier / handheld combo</li> <li>• 4 table microphones</li> <li>• 2 ECM podium microphones</li> <li>• Computer Audio</li> <li>• Audio for 1500 people in theatre/classroom</li> <li>• Simultaneous Interpretation Booth</li> <li>• Live to screen with 3 cameras and operators</li> <li>• DVCam taping with time codes</li> <li>• 3 laptops with MS Office 2007 networked to a server in the speaker Room including DVD playback</li> <li>• *Specific details regarding the a/v required for the Conference Banquet held Dec. 02, 2014 evening will be provided at a later date.</li> </ul>
<b>C</b>	November 30, 2014 1:00pm - 5:00pm  December 1, 2014 to December 3, 2014 6:30am - 5:30pm	Set-up  (5) Concurrent Session Rooms	<p><i>Each Session Room must be equipped with:</i></p> <ul style="list-style-type: none"> <li>• 40' by 12' black drape</li> <li>• 1 data projector- minimum 3000 lumens (rear projection)</li> <li>• 1 9' x 12' screen with dress kit</li> <li>• 1 laptop with MS Office 2007 networked to a server in the speaker room</li> <li>• 1 podium with microphone</li> <li>• 2 table microphones</li> <li>• 1 wireless hand held microphone / floor microphone</li> <li>• Wireless cue system</li> <li>• Confidence monitor</li> <li>• Stage Accent Lighting</li> <li>• Computer Audio</li> <li>• Simultaneous Interpretation Booth</li> </ul>
<b>D</b>	November 30, 2014 to December 3, 2014	Registration Desk	<ul style="list-style-type: none"> <li>• 2 x laptops with MS Office 2007</li> <li>• 2 x printers</li> </ul>
<b>F &amp; G</b>	November 30, 2014 to December 3, 2014	Offices	<ul style="list-style-type: none"> <li>• 8 x laptops with MS Office 2007</li> <li>• 8 x printers</li> </ul>
<b>I</b>	November 29, 2014 to December 3, 2014	Speaker Ready Rooms	<ul style="list-style-type: none"> <li>• 7 laptops with MS Office 2007 networked to a server with an operator each</li> <li>• 2 x printers</li> </ul>

## A.7 OTHER SPECIFICATIONS

Meeting rooms/banquet facilities must be located on site and be consistent throughout the conference. All meeting space must be in close proximity to accomplish the goals of the event and allow the participants to benefit from the conference program.

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Rooms must not be released to other events thus ensuring no teardown/setup of audiovisual equipment will occur over the duration of the conference.

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**ANNEX "B"**

**PRICING AND LIST OF DELIVERABLES**

See attached.

Please contact Paola Amaral, Contracting Authority at [paola.amaral@pwgsc-tpsgc.gc.ca](mailto:paola.amaral@pwgsc-tpsgc.gc.ca) for an electronic copy of this document.

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**ANNEX "C"**

**INSURANCE REQUIREMENT**

The Contractor must comply with the insurance requirements specified in this annex . The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

**SAAC Manual Clause G2001C (2008/05/12) Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

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- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- p. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought

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cx011

CCC No./N° CCC - FMS No/ N° VME

Client Ref. No. - N° de réf. du client

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against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

## ANNEX B – Pricing and List of Deliverables

PWGSC/CPD

RFP # EH713-130404/A

Public Health Agency of Canada's 11th Canadian Immunization Conference

<i>Colour Key</i>	
	To be filled in by the Bidder.
	Contains coding for automatic calculations.
	Totals used for evaluation and contract purposes. Contains coding for automatic calculations.
	Titles

## PRICING AND LIST OF DELIVERABLES

TABLE 1: FIRM LOT PRICES - MEETING SPACE RENTALS

(As per Annex "A", Table A.3.1 - Meeting Space Required, and A.3.2 - Speaker Ready Rooms, Registration Areas, and Offices)

SPACE	FUNCTION	FIRM LOT PRICE
A	Plenary and Banquet	\$0.00
B	Exhibits, Poster Display, Welcome Reception, Buffet Lunches, and Health Breaks	\$0.00
C	Concurrent session 5 rooms for 300-350 delegates	\$0.00
D	Registration Desk/information Desk	\$0.00
E	Organizing Committee	\$0.00
F	PHAC Office	\$0.00
G	Media & Communications Office	\$0.00
H	Daily newspaper office	\$0.00
I	Speaker Room Ready	\$0.00
J	Conference Operations Office	\$0.00
K	Interpreter's Office & Lounge	\$0.00
L	Internal Meeting Space	\$0.00
<b>TOTAL FIRM LOT PRICE FOR MEETING SPACE RENTAL (excluding GST/HST)</b>		<b>\$0.00</b>

TABLE 2: FIRM LOT PRICES - INTERNET ACCESS AND MISCELLANEOUS REQUIREMENTS

(As per Annex "A", Table A.4.1 - Internet Access and Miscellaneous Requirements)

SPACE	REQUIREMENT	FIRM LOT PRICE
A	V-LAN	\$0.00
B	Wired Internet Connection (4)	\$0.00
C	5 x V-Lan	\$0.00
D	Wired Internet Connection (2); Telephone & Line with Long Distance Capability (1); Fax Line (1)	\$0.00
E	Telephone (1); Wireless Internet - 4 users	\$0.00
F	Wired Internet Connection (1); Telephone & Line with Long Distance Capability (1); Fax Machine & Fax Line (1)	\$0.00
G	Wired Internet Connection (2); Wireless Internet - 4 users; Telephone & Line with Long Distance Capability (1); Fax Line (1)	\$0.00
H	Wired Internet Connection (1); Telephone (1)	\$0.00
I	V-Lan; Wired Internet Connection (1)	\$0.00
J	Wired Internet Connection (2); Telephone & Line with Long Distance Capability (1); Fax Machine & Fax Line (1)	\$0.00

<b>TOTAL FIRM LOT PRICE FOR INTERNET ACCESS AND MISCELLANEOUS REQUIREMENTS (excluding GST/HST)</b>	<b>\$0.00</b>
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**TABLE 3: FIRM UNIT PRICES - CATERING REQUIREMENTS (MANDATORY OPTION)**  
(As per Annex "A", Section A.5.1 - Catering Schedule)

Although these items are optional, it is mandatory that bidders provide firm prices.

DATE	MEAL	QUANTITY (# of participants)	UNIT PRICE (per person)	TOTAL PRICE
November 30, 2014	Buffet Dinner	30	\$0.00	\$0.00
December 1, 2014	Morning Health Break	1,200	\$0.00	\$0.00
	Afternoon Health Break	1,200	\$0.00	\$0.00
	Buffet Lunch	1,200	\$0.00	\$0.00
	Welcome Reception	1,200	\$0.00	\$0.00
December 2, 2014	Morning Health Break	1,200	\$0.00	\$0.00
	Afternoon Health Break	1,200	\$0.00	\$0.00
	Buffet Lunch	1,200	\$0.00	\$0.00
	Reception	800	\$0.00	\$0.00
	Banquet Dinner	800	\$0.00	\$0.00
December 3, 2014	Morning Health Break	1,200	\$0.00	\$0.00
	Afternoon Health Break	1,200	\$0.00	\$0.00
	Buffet Lunch	1,200	\$0.00	\$0.00
<b>SUBTOTAL FOR OPTIONAL CATERING SERVICE (excluding GST/HST, and excluding Gratuity)</b>				<b>\$0.00</b>
<b>GRATUITY (%) FOR CATERING SERVICE (applicable to the resulting contract)</b>				<b>0.00%</b>
<b>TOTAL FOR OPTIONAL CATERING SERVICE (excluding GST/HST, and including Gratuity)</b>				<b>\$0.00</b>

**TABLE 4: FIRM UNIT PRICES - AUDIO VISUAL REQUIREMENTS (MANDATORY OPTION)**  
(As per Annex "A", Section A.6.1 - Audio Visual Requirements)

Although these items are optional, it is mandatory that bidders provide firm prices.

SPACE	REQUIREMENT	QUANTITY	UNIT PRICE	TOTAL PRICE
	Data projectors - min. 7,000 lumens	3	\$0.00	\$0.00
	Screens with dress kits such as 9x27	3	\$0.00	\$0.00
	Seamless switching capacity to send any multiple images to any screen	1	\$0.00	\$0.00
	Confidence monitor	1	\$0.00	\$0.00
	Presentation cue system w/ remote	1	\$0.00	\$0.00
	Backdrop drape and any required run-off drape between screens & backdrop drape with lighting	1	\$0.00	\$0.00
	Basic lighting of stage, podium area and microphone position	1	\$0.00	\$0.00

A	VH1 Style Podium	1	\$0.00	\$0.00
	Wireless handheld microphones/floor microphones	4	\$0.00	\$0.00
	Wireless lavalier/handheld combo	2	\$0.00	\$0.00
	Table microphones	4	\$0.00	\$0.00
	ECM Podium microphones	2	\$0.00	\$0.00
	Computer audio	1	\$0.00	\$0.00
	Audio for 1500 people in theatre/classroom	1	\$0.00	\$0.00
	Simultaneous interpretation booth	1	\$0.00	\$0.00
	Live screen with 3 cameras and operators	1	\$0.00	\$0.00
	DVCam taping with time codes	1	\$0.00	\$0.00
	Laptop with MS Office 2007 networked to a server in the speaker room including DVD playback	3	\$0.00	\$0.00
	C	40' x 12' black drapes	5	\$0.00
Data projectors - min. 3,000 lumens (rear projection)		5	\$0.00	\$0.00
9' x 12' screen with dress kit		5	\$0.00	\$0.00
Laptop with MS Office 2007 networked to a server in the speaker room		5	\$0.00	\$0.00
Podium with microphone		5	\$0.00	\$0.00
Table microphones		10	\$0.00	\$0.00
Wireless handheld microphone/floor microphone		5	\$0.00	\$0.00
Wireless cue system		5	\$0.00	\$0.00
Confidence monitor		5	\$0.00	\$0.00
Stage accent lighting		5	\$0.00	\$0.00
Computer audio		5	\$0.00	\$0.00
Simultaneous interpretation booth		5	\$0.00	\$0.00
D		Laptop with MS Office 2007	2	\$0.00
	Printer	2	\$0.00	\$0.00
F & G	Laptops with MS Office 2007	8	\$0.00	\$0.00
	Printer	8	\$0.00	\$0.00
I	Laptop with MS Office 2007 networked to a server with an operator	7	\$0.00	\$0.00
	Printer	2	\$0.00	\$0.00
<b>TOTAL FOR OPTIONAL AUDIO VISUAL REQUIREMENT (excluding GST/HST)</b>				<b>\$0.00</b>
<b>TOTAL BID EVALUATION VALUE (BEV) FOR EVALUATION PURPOSES ONLY (TOTAL FROM TABLES 1 - 4)</b>				<b>\$0.00</b>