

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6  
FAX pour soumissions: (514) 496-3822

**INVITATION TO TENDER**  
**APPEL D'OFFRES**

**Tender 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.

**Soumission 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Magnetic & Optical Sound Reproducer	
<b>Solicitation No. - N° de l'invitation</b> 90030-120368/A	<b>Date</b> 2013-02-12
<b>Client Reference No. - N° de référence du client</b> 90030-12-0368	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTA-375-12268
<b>File No. - N° de dossier</b> MTA-2-35229 (375)	<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 2013-02-28</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE	
<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> Joseph, Marc	<b>Buyer Id - Id de l'acheteur</b> mta375
<b>Telephone No. - N° de téléphone</b> (514) 496-3666 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> OFFICE NATIONAL DU FILM 3155 COTE DE LIESSE ATTN: A. GAGNON, 514-283-8940 ST-LAURENT Québec H4N2N4 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<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>



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	<p>Supplying, Installing and Commissioning of                      (1) Magnetic and Optical Sound Reproducer 16/35MM format. The unit will be as per the attached Statement of Work 90030-12-0368.</p> <ul style="list-style-type: none"> <li>While delivery and installation is required on/or before January 31, 2013, the Bidder must state the very best delivery available from the Manufacturer (in the format of Number of Weeks after Receipt of Order).</li> </ul>	90030	90030	1	EA	\$	XXXXXXXXXXXX			

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The National Film Board of Canada (NFB), Montreal, Quebec, has a requirement for the **purchase of a Magnetic and Optical Sound Reproducer 16/35MM format**. The unit will be used to reproduce the NFB's Sound Collection of finished works. The collection is made up of more than 15,000 sound elements of different formats 16/35MM in Magnetic and Optical format.

All specifications are described in **Annex A**.

### 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 may be in writing, by telephone or in person.

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## 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 *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 (2012-11-19)** Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

**Delete: sixty (60) days**

**Insert: ninety (90) days**

### 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 indicated on **page 1** of the bid solicitation.

#### 2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **5 days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **(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 **Quebec**.

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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.

## 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)**  
Section II: Financial Bid **(2 hard copies)**  
Section III: Certifications **(1 hard 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.

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 [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html)

(<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 8.5 x 11 inch (216 mm x 279 mm) 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.

#### **1.1 Exchange Rate Fluctuation**

C3011T (2010-01-11) , Exchange Rate Fluctuation,

#### **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 (see Annex A)

- Provide technical literature related to the product with your submission.
- All requirements in the work to be performed as described in Annexes A, B and C.

##### 1.1.2 Point Rated Technical Criteria

The unit/equipment needed will be a critical part of our Technical Infrastructure and Digital Workflow in making our old archival titles ready for digitization. Its reliability and stability is essential. The proposal will be evaluated on a total of 120 points.

#### 1.2 Financial Evaluation

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

Submissions must include all costs for labor, materials, equipment and all other relevant costs to the company or according to what is stipulated in the contract.

### 2. Basis of Selection - Lowest Price Per Point

1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation;
  - (b) meet all mandatory technical evaluation criteria; and
  - (c) Obtain an overall passing mark of (70%) percent for the technical evaluation criteria which are subject to point rating. The rating is performed on a **scale of 120 points.**"
2. Bids not meeting (a) (b) & (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. **The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.**
3. Subject to the above evaluation criteria, the proposal chosen must offer the lowest price per point. The lowest price per point shall be calculated for each proposal by dividing the total proposed price by the rating obtained pursuant to clause (2) i.e. total tendered price divide by points obtained = price per point.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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 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, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### **1. Mandatory Certifications Required Precedent to Contract Award**

#### **1.1 Code of Conduct and Certifications - Related documentation**

##### **1.1.1** By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the

Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the Information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

## 2. Additional 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 - Certification

#### 2.1.1 Federal Contractors Program - Certification - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts 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 for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_ .

Further information on the FCP is available on the HRSDC Web site.

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## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The National Film Board of Canada (NFB), Montreal, Quebec, has a requirement for the **purchase of a Magnetic and Optical Sound Reproducer 16/35MM format**. The unit will be used to reproduce the NFB's Sound Collection of finished works. The collection is made up of more than 15,000 sound elements of different formats 16/35MM in Magnetic and Optical format.

All specifications are described 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

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

**2010A (2012-11-19)**, General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 4. Term of Contract

While delivery is requested by **March 29th, 2013**, the best delivery that could be offered is \_\_\_\_\_ .

#### 4.1 Shipping Instructions - Delivery at origin

Goods must be consigned to the destination specified in the Contract and delivered:

FCA Free Carrier \_\_\_\_\_ (insert the named place, e.g. Contractor's facility) Incoterms 2000 for shipments from a commercial contractor.

### 5. Authorities

#### 5.1 Contracting Authority

The contracting authority is:

**Marc Joseph**

Procurement Officer

Public Works and Government Services Canada

Directorate: Acquisitions Branch

Public Works and Government Services Canada

800 de la Gauchetière West, Suite 7300, Montreal (Québec) Canada, H5A 1L6

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T: 514.496.3666 | F: 514.496.3822 |  
email: [marc.joseph@tpsgc-pwgsc.gc.ca](mailto:marc.joseph@tpsgc-pwgsc.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:

Ministry: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone : \_\_\_\_\_

E-mail address: \_\_\_\_\_

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 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

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone : \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis Of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a "firm price" of \_\_\_\_\_ \$ Customs duties are "included" and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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 incorporation into the Work.

### 6.2 SACC manual clauses

H1000C (2008-05-12) Single Payment

## 7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

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## 8. Certifications

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.

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Quebec**.

## 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) the general conditions **2010A (2012-11-19)**;
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Evaluation Criteria;
- (f) the Contractor's bid dated \_\_\_\_\_ ( ), as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_”

## 11. Requirements for insurance

The contractor is responsible for deciding whether to make to fulfill its obligations under the contract and to comply with applicable laws. Any insurance maintained by the Contractor or is its expense and for its own benefit and protection. It does not relieve the contractor of his responsibility under the contract, nor decreases.

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## **ANNEX A**

### **REQUIREMENT**

# **ACQUISITION OF A MAGNETIC AND OPTICAL REPRODUCER**

## Objectives

The National Film Board of Canada (NFB), Montreal, Quebec, has a requirement for the purchase of a Magnetic and Optical Sound Reproducer 16/35MM format. The unit will be used to reproduce the NFB's Sound Collection of finished works. The collection is made up of **more than 15,000 sound elements of different formats 16/35MM in Magnetic and Optical format.**

The digital revolution has completely changed how audiences use and interact with audio-visual media. The National Film Board of Canada has been preparing for this inevitable revolution for several years now, by carrying out research on image and sound processing, innovative transfer techniques, accessibility and distribution to facilitate the transition to digital technology. In recent years, the technical and operational infrastructure has undergone significant changes. The new digital reality is much more sophisticated than past technologies, but also much more open and promising. Our aim is to exploit the full potential of these new and constantly evolving technologies.

In this context, the accessibility of the works the NFB produces and distributes is a major priority as well as part of our mandate. Canada's public film producer and distributor, the NFB creates social-issue documentaries, auteur animation, alternative drama and digital content that provide the world with a unique Canadian perspective.

## Requirements:

The unit/equipment must meet the specifications detailed in the Mandatory Requirements and combine an all in one the reproduction of the sound from a 16mm or 35mm magnetic tape and from a 16mm or 35mm optical sound track.

### 1. Mandatory Technical Requirements:

The National Film Board wishes to acquire a unit/equipment to reproduce 16 mm and 35 mm magnetic sound tape and optical sound track formats.

M 1.1 The equipment **must be able** to reproduce the sound tracks of material which have been shrunken and/or warped up to maximum of four (4%) percent.

M 1.2 The equipment **must be equipped** with a system to hold evenly the magnetic tape over the magnetic head for the reproduction of warped magnetic tapes.

M 1.3 The equipment **must be able** to reproduce magnetic sound track of 16 and 35mm in different configuration, single and two tracks in 16mm and mono to six tracks in 35mm.

M 1.4 The equipment **must be equipped** with pre-amplifiers with an automatic system to recall the proper equalisation between 16 and 35mm when a change of reproducing heads appears.

M 1.5 The equipment **must be able** to reproduce positive and negative optical sound track in 35mm, and 16mm.

M 1.6 The 16 and 35mm optical sound reader **must be** a reverse scan optical reader with red Led light; **they must also** have azimuth and gap adjustment

M 1.7 The quality of the magnetic sound reproduction in 16 millimetres **must be equal or better than:** wow & flutter 0.05%, frequency response 40Hz to 14Kz +/- 1dB, signal to noise ratio 73 dB and distortion 0.3% or less.

M 1.8 The quality of the magnetic sound reproduction in 35 millimetres **must be equal or better than:** wow & flutter 0.03%, frequency response 40Hz to 20Kz +/- 1dB, signal to noise ratio 73 dB and distortion 0.3% or less.

M 1.9 The unit **must have** a minimum 6 vu meters panel.

M 1.10 The equipment **must be able** to accommodate a roll of minimum 3000 feet 35mm mode.

M 1.11 The equipment **must be able** to accommodate a roll of minimum 2400 feet 16mm mode.

M 1.12 The equipment **must be able** to work at 110 volts 60 Hz.

## 2. Other Requirements:

2.1 If the bidder is a reseller or distributor, he **must provide written certification** showing that he is authorized to sell the unit/equipment covered by this RFP.

2.2 Other magnetic reproducer unit/equipment **must have been sold and installed** by the (manufacturer, distributor and/or bidder) within the last five (5) years. The proposal must include at least two (2), references where other magnetic and optical reproducer (unit/equipment) has been installed. Please see (Appendix C References) Letters of Reference.

2.3 An Operation and Maintenance Manual of the various functions of the equipment **must be supplied with the unit.** The Manual must be supplied in either one of Canada's Official Languages (English or French).

2.4 The unit/equipment **must be supplied** with a one (1) year Warranty from date of installation, including all parts and labour covering the complete equipment.

The reference letter can be found in Appendix C, hereafter.

Before the contract is awarded, the bidder who offers the responsive bid with the lowest overall price per point must submit the **two (2) reference letters** which must be completed by a public, parapublic, institutional, commercial or industrial client. The bidder must provide these references to the contracting authority within **seven (7) days** of being notified by the contracting authority.

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CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX B**

### **BASIS OF PAYMENT**

# **ACQUISITION OF A MAGNETIC AND OPTICAL REPRODUCER**

Solicitation No. - N° de l'invitation

90030-120368/A

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

90030-12-0368

Amd. No. - N° de la modif.

File No. - N° du dossier

MTA-2-35229

Buyer ID - Id de l'acheteur

mta375

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### **Deliverables, acceptance and payment method**

The Technical Authority of National Film Board of Canada will be responsible for product acceptance.

<b>Deliverables</b>	<b>Delivery date</b>	<b>Cost</b>
Delivery of the system	March 29th, 2013	

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## **ANNEX C**

### **EVALUATION CRITERIA**

## **ACQUISITION OF A MAGNETIC AND OPTICAL REPRODUCER**

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## EVALUATION CRITERIA/GRID

1. This evaluation grid will allow bidders to demonstrate their technical compliance with the mandatory technical specifications of **Annexes A, B and C**.

**It is the responsibility of the supplier to provide all documentation (ex: product catalogs, drawings, brochures, etc..) to demonstrate compliance with technical requirements. You must indicate in the "Justification" column where the information is found in your submission.**

Proposals submitted in writing, must cover all the topics identified in the section below. To be considered, proposals have to meet all the mandatory criteria and key technical specifications identified. Quotations must be respected and submitted with justifications wherever indicated. **FAILING THIS, THE BID WILL BE REJECTED.**

### 2. Mandatory Criterias

Mandatory Criteria with quotation deposit	JUSTIFICATIONS
Delivery of the system no later than March 29th, 2013	
The equipment <b>must be able</b> to reproduce the sound tracks of material which have been shrunken and/or warped up to maximum of four (4%) percent.	
The equipment <b>must be equipped</b> with a system to hold evenly the magnetic tape over the magnetic head for the reproduction of warped magnetic tapes.	
The equipment <b>must be able</b> to reproduce magnetic sound track of 16 and 35mm in different configuration, single and two tracks in 16mm and mono to six tracks in 35mm	
The equipment <b>must be equipped</b> with pre-amplifiers with an automatic system to recall the proper equalisation between 16 and 35mm when a change of reproducing heads appears.	
The equipment <b>must be able</b> to reproduce positive and negative optical sound track in 35mm, and 16mm.	
The 16 and 35mm optical sound reader <b>must be</b> a reverse scan optical reader with red Led light; <b>they must also</b> have azimuth and gap adjustment.	
The quality of the magnetic sound reproduction in 16 millimetres <b>must be equal or better than</b> : wow & flutter 0.05%, frequency response 40Hz to 14Kz +/- 1dB, signal to noise ratio 73 dB and distortion 0.3% or less.	
The quality of the magnetic sound reproduction in 35 millimetres <b>must be equal or better than</b> : wow & flutter 0.03%, frequency response 40Hz to 20Kz +/- 1dB, signal to noise ratio 73 dB and distortion 0.3% or less.	
The unit <b>must have</b> a minimum 6 vu meters panel.	
The equipment <b>must be able</b> to accommodate a roll of minimum 3000 feet 35mm mode.	
The equipment <b>must be able</b> to accommodate a roll of minimum 2400 feet 16mm mode.	
The equipment <b>must be able</b> to work at 110 volts 60 Hz.	
If the bidder is a reseller or distributor, he <b>must provide written certification</b> showing that he is authorized to sell the unit/equipment covered by this RFP.	

### 3. Point rated criteria

3.0 The unit/equipment needed will be a critical part of our Technical Infrastructure and Digital Workflow in making our old archival titles ready for digitization. Its reliability and stability is essential. The proposal will be evaluated on a total of 120 Points.

3.1 The equipment must be designed to handle old material in a way to minimised the possible damages to this material, (total of 30 points).

3.1.1 Independent tension adjustment for the feed roll and the take-up (10 points).

3.1.2 Tension adjustment over the sound head (10 points).

3.1.3 Roller with larger flange to hold the magnetic steady during process (10 points).

3.2 The equipment must be able to reproduce the sound at 24, 25 and 30 frames per seconds (total of 30 points).

3.2.1 24 per second (10 points).

3.2.2 25 per second (10 points).

3.2.3 30 frames second (10 points).

3.3 The equipment must have a counter in time code, feet and meter (total of 15 points).

3.3.1 Time Code (5 points)

3.3.2 Feet (5 points)

3.3.3 Meter (5 points)

3.4 Synchronisation, in local mode the equipment synchronizes to the main power frequency of 60 Hz, to a crystal or to a video sync (total of 15 points).

3.4.1 Synchronizes to the main power frequency of 60Hz, (5 points)

3.4.2 Synchronizes to a crystal, (5 points)

3.4.3 Synchronizes to a video sync (5 points)

3.5 The equipment must be able to synchronize with or without an interface to a Pro Tools audio system to accommodate our digital work flow, (total of 10 points).

3.5.1 The equipment must be able to synchronize with an interface (5 points)

3.5.2 The equipment must be able to synchronize without an interface (5 points).

3.6 The unit/equipment must allow ample flexibility for playing different film windings in order to minimize film handling (total of 5 points).

3.6.1 Yes (5 points).

3.6.2 No (0 point)

3.7 The equipment must be able to accommodate material on core or on split reel, (total of 5 points)

3.7.1 Yes (5 points).

3.7.2 No (0 point)

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3.8 Does the Manufacturer offer Operator and maintenance Training (total of 10 points);

3.8.1 Location of Training off-site NFB Premises (5) points;

3.8.2 Location of Training on-site NFB premises (10) points;

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### LETTERS OF REFERENCE

This form must be completed and sent with the response of the RFP or as is stipulated in Clause (2.2) above the (2) letters, each from a different client must be provided.

Place of work completed, \_\_\_\_\_, date \_\_\_\_\_, 20\_\_\_\_\_

This is to confirm that \_\_\_\_\_ (name of business) has carried out work of similar nature and similar in scope to the work as is detailed in the RFP 90030-12- 0368/A on behalf of \_\_\_\_\_ worth \_\_\_\_\_\$.

The work performed by this organization, within the last five (5) years, was fully satisfactory and in accordance with the contractual terms and conditions, the schedule and the budget.

By: \_\_\_\_\_  
Authorized Signature

Print Name & Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Telephone Number: \_\_\_\_\_