

**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> TO CONNECT WITH CANADIANS EXHIBIT	
<b>Solicitation No. - N° de l'invitation</b> W8485-127662/A	<b>Date</b> 2012-03-15
<b>Client Reference No. - N° de référence du client</b> W8485-12-7662	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-011-60095	
<b>File No. - N° de dossier</b> cx011.W8485-127662	<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 2012-04-03</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 NATIONAL DEFENCE DGAEPM 101 COLONEL BY DR. OTTAWA Ontario K1A0K2 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>

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**List of Appendices:**

Appendix 1      Evaluation Grids

**PART 1  
GENERAL INFORMATION**

**1. Security Requirement**

There is no security requirement associated with the requirement.

**2. Requirement**

The Royal Canadian Air Force Wings has a requirement for the supply and delivery of 2 pop-up displays (10' x 8' Nomadic Instand Neptune Display, or equivalent), 16 premium graphic panels (for Nomadic Instand Neptune Displays, or equivalent), 27 banner stands (33.4375" x 85.8125" Expand MediaScreen 1 Premium Banner Stand, or equivalent) including premium graphic panels, all as detailed in Annex "A" Statement of Requirements, and Annex "B" Pricing and List of Deliverables.

**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 (2012-03-02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

**1.1 Basis for Canada's Ownership of Intellectual Property**

Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

**1.2 SACC Manual Clauses**

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## SACC Manual Clause B3000T (2006-06-16) Equivalent Products

### 2. Submission of Bids

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

**Bids must be submitted by 2:00 pm Eastern Daylight Time (EDT) on April 3rd, 2012 to:**

Bid Receiving (HQ)  
Department of Public Works and Government Services Canada  
Bid Receiving Unit  
Portage III, 0A1  
11 Laurier Street  
Gatineau, Quebec  
For 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.

## 5. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Requirements 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 five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 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 copy on CD, DVD, or USB key)**  
**Section II:     Financial Bid (2 hard copies and 1 soft copy 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.

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 Annex "B" Pricing and List of Deliverables. 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 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.

**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 Requirement and Equivalent Products**

The Bidder must provide specifications and descriptive literature for **each** proposed product in accordance with the requirement described in Annex "A" Statement of Requirements, and in accordance with SACC Manual Clause B3000T (2006-06-16) Equivalent Products (reproduced below for convenience):

*Equivalent Products:*

1. *Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:*
  - a) *designates the brand name, model and/or part number of the substitute product;*
  - b) *states that the substitute product is fully interchangeable with the item specified;*
  - c) *provides complete specifications and descriptive literature for each substitute product;*
  - d) *provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and*
  - e) *clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.*
  
2. *Products offered as equivalent in form, fit, function and quality will not be considered if:*
  - a) *the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or*
  - b) *the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.*
  
3. *In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.*

If the Bidder proposes one or more products under the Equivalent Products article, Canada may, but will have no obligation to, request a sample of one or more of the product(s) proposed in order to determine whether the proposed product(s) meet the technical specifications identified at Annex "A" Statement of Requirements. The Bidder will have the number of days specified by Canada in its request to provide the required sample(s). Failure to provide a sample within the time allotted may result in the entire bid being declared non-responsive.

If the Bidder fails to demonstrate in its technical proposal and/or through a sample provided (if requested by Canada) that a proposed product is equivalent (in accordance with SACC Manual Clause B3000T (2006-06-16 Equivalent Products), the entire bid will be declared non-responsive and will not be considered further.

The Bidder is not required to propose the same brands for all products listed under A.3 Deliverables.

***NOTE: The Bidder is not required to submit a sample of any product(s) proposed with the bid submission.***

## **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. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

**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 - Mandatory Technical Criteria**

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.

**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 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. 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.

**1.1 Federal Contractors Program - 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

- (a) ( ) 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;
- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) 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;
- (d) ( ) 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.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## 1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or

- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

#### **Former Public Servant in Receipt of a Pension**

Is the Bidder a FPS in receipt of a pension as defined above?

YES ( )      NO ( )

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

#### **Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES ( )      NO ( )

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

#### **Certification**

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By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

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

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

**1.3 Canadian Content Certification**

**1.3.1** SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

**1.3.2** This procurement is limited to Canadian Services.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T

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

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

**PART 6  
RESULTING CONTRACT CLAUSES**

**1. Security Requirement**

There is no security requirement associated with the requirement.

**2. Statement of Requirements**

The Contractor must provide the items detailed under the "Statement of Requirement" at 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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

**3.1 General Conditions**

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2010A (2012-03-02), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

2010B (2012-03-02), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

#### **4. Term of Contract**

##### **4.1 Delivery Date**

- (a) All the deliverables must be delivered on or before May 8th, 2012 to 3100 Swansea Crescent, Ottawa, ON K1G 3W4, as directed by the Project Authority after contract award.
- (b) Partial deliveries will not be accepted. Only one (1) invoice is to be made which should include the name, address, and destination of the shipment, quantities, description, as well as the date and name of the company. The Contractor should call the delivery contact for the location prior to making the shipment.
- (c) The Contractor must ensure the safe arrival of all deliverables at their final destination by using industry-standard packaging and shipping practices. Packing slips must accompany each shipment. All deliverables remain the responsibility of and at the risk of the Contractor until accepted by Canada in accordance with this Contract. The cost of replacing any units damaged in transit to the final destination is the Contractor's responsibility and units will not be considered delivered on the Delivery Date unless they are undamaged and ready for acceptance.

##### **4.2 Period of the Contract**

The period of the Contract is from date of Contract award to **May 31st, 2012**.

#### **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

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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 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 Work performed pursuant to the Contract and subject to acceptance by the Project Authority.

### 6.2 Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex "B" for a total cost 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.

**Estimated HST:** \$ \_\_\_\_\_

**Total Firm Price (HST included):** \$ \_\_\_\_\_

### 6.3 Single Payment

SACC Manual Clause H1000C (2008-05-12) Single Payment

### 6.4 SACC Manual Clauses

SACC Manual Clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

## 7. Invoicing Instructions

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The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the 2010B (2012-03-02) General Conditions - Professional Services (Medium Complexity). Claims cannot be submitted until all work identified in the claim is completed.

The original and one (1) copy of each 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**

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) the general conditions 2010B (2012-03-02) General Conditions - Professional Services (Medium Complexity);
- (c) the general conditions 2010A (2012-03-02) General Conditions - Goods (Medium Complexity);
- (d) Annex A, Statement of Requirement;
- (e) Annex B, Pricing and List of Deliverables;
- (f) the Contractor's bid dated \_\_\_\_\_.

## **11. Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## **12. Inspection and Acceptance**

- 
- (a) The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### **13. SACC Manual Clauses**

SACC Manual Clause B1000T (2007-11-30) Condition of Material

SACC Manual Clause B7500C (2006-06-16) Excess Goods

SACC Manual Clause P1010C (2010-01-11) Quality Levels for Printing

SACC Manual Clause P1011C (2010-01-11) Quality Levels for Colour Reproduction

### **14. Basis for Canada's Ownership of Intellectual Property**

Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract(s) will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

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**ANNEX "A"**  
**STATEMENT OF REQUIREMENT**

**“TO CONNECT WITH CANADIANS - EXHIBIT”**

**A.1 BACKGROUND:**

The Royal Canadian Air Force Wings are frequently organizing or participating in activities where the public is invited (air shows, open houses, stakeholder visits, change of command ceremonies, Air Force personnel speeches and presentations, conferences, photo opportunities, media events, etc). Sometimes, the activities can attract several thousands of people. All Wings are also hosting internal events such as medals presentations, special days, military visits, sports days, etc. Display walls and banners, commonly called backdrops, are used in all these internal and external events both indoor and outdoors. The last Air Force backdrops were created in 2006-2007 and depicted personnel, activities, a name and a logo that have changed since. The old backdrops were extensively used by the Wings in a multitude of activities and events, which resulted in some wear and tear. The Royal Canadian Air Force needs new generic and durable backdrops and banners that will clearly identify the institution during public events for years to come.

**A.2 OBJECTIVE:**

To provide a consistent visual branding of the Royal Canadian Air Force across the country in a wide variety of internal and external activities including ceremonies and ministerial activities on the Wings. Unless unforeseen circumstances occur, the Royal Canadian Air Force plans to use these generic backdrops for several years to come.

NOTE: The contractor is not required to provide set-up or installation services.

**A.3 DELIVERABLES:**

**A.3.1 Pop-up Displays**

- (a) Two (2) Nomadic Instand Neptune C34 10' x 8' Displays (or equivalent) (hardware only – graphic panel info presented below in A.3.1 (b)), with two RollEase cases, each must include:
- i. 7' 9 ¾" high by 10' wide, self locking, curved pop-up frame
  - ii. Lifetime Warranty
  - iii. 7 three quad high connected magnetic strut for exact placement of graphic panels with a virtual seamless appearance
  - iv. 2 Roll Ease rolling transport cases with impact resistant wheels
- (b) Sixteen (16) sets of Premium graphic panels for Nomadic Instand Neptune C34 10' x 8' Display (or equivalent), each must include:
- i. 4 main and 2 end graphic panels with "clean" magnets on the sides and Nomadic stiffeners at the top and bottom
  - ii. Printed on .07-mil opaque Polyester film

- iii. Emerytex lamination on the front - .05-mil high quality scuff resistant
- iv. Main panels are mounted on .11-mil Octiva Light Barrier and the end panels on .06-mil
- v. Each main panel is 29 7/16"x 89 ¾" and the end panels are 15" x 89 ¾"

*Note: These **must** fit existing Nomadic Instand Neptune C34 10' x 8' displays that have been previously purchased, and therefore must be of exact size and mounting mechanism.*

### **A.3.2 Banner Stands**

(a) Twenty-seven (27) Expand MediaScreen 1 Premium Banner Stand (or equivalent) with Premium graphics, each must include:

- i. Model: 601-85218-GRY
- ii. 33.4375" x 85.8125"
- iii. Base in matte silver with 3/16" solid chrome ends and stabilizer bar
- iv. Two piece hidden bungeed pole with telescopic top portion
- v. Easy change of graphic panels with snap top profile
- vi. 5" x 5" x 35" padded nylon bag
- vii. Manufacturers Lifetime Warranty
- viii. Box for shipping

Print Production of each premium graphic must include:

- ix. Printed on .07-mil premium opaque anti-curl media film
- x. Satin textured lamination on the front - .05-mil high quality scuff resistant
- xi. Each graphic panel is 33.4375" x 85.8125"

### **A.3.3 Ink**

- (a) Contractor must print in full colour with bleeds.
- (b) Contractor must print using 100% of ink coverage on all panels.

### **A.3.4 Materials Supplied**

- (a) Client will provide contractor with format and version files in eps file format (flat files) or InDesign files at 100% in the size required for the displays and banners.

### **A.3.5 Proofs**

- (a) Contractor is required to provide a printed high-resolution colour proof to client.  
*Note to supplier: One set of proofs is standard and required for "sign-off" (included in the price).*

## **A.4 APPROVALS:**

- (a) The contractor must provide printing proofs of all deliverables prior to final production for the approval of the Project Authority within **five** business days after the graphics files have been provided.

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W8485-12-7662

Amd. No. - N° de la modif.

File No. - N° du dossier

cx011W8485-127662

Buyer ID - Id de l'acheteur

cx011

CCC No./N° CCC - FMS No/ N° VME

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#### **A.5 GRAPHIC DESIGN:**

- (a) Client will provide all graphics for all deliverables to the Contractor in a suitable format. Graphics will be in final form press-ready high resolution formats.

Solicitation No. - N° de l'invitation

W8485-127662/A

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

W8485-12-7662

Amd. No. - N° de la modif.

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Buyer ID - Id de l'acheteur

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CCC No./N° CCC - FMS No/ N° VME

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**ANNEX "B"**  
**PRICING AND LIST OF DELIVERABLES**

All prices are in Canadian dollars, GST/HST extra, FOB Destination.

The Bidder must provide firm unit prices for **each** line item in Table B.1 below. Note that for the Delivery line item, the Bidder must provide a firm all-inclusive price for the service. Hourly/daily rates are not acceptable.

**Table B.1**

<b>Item</b>	<b>Qty</b>	<b>Unit Price (\$)</b>	<b>Total (\$)</b>
Nomadic Instand Neptune C34 10' x 8' Displays (hardware only) (or equivalent)	2		
Premium graphic panels for Nomadic Instand Neptune C34 10' x 8' Display (or equivalent)	16		
Expand MediaScreen 1 Premium Banner Stand (or equivalent) with Premium graphics	27		
Delivery	Lot Price	N/A	
<b>Total Firm Lot Price (excluding GST/HST)</b>			

**EVALUATION GRID**

Bidder:

Evaluator's Initials:

EVALUATION SUMMARY	
MANDATORY REQUIREMENTS:	<input type="checkbox"/> MET <span style="margin-left: 100px;"><input type="checkbox"/> NOT MET</span>
Mandatories Checked by:	Date:
Overall Comments:	

Evaluation Criteria	Met	Not met
The bid is signed and bid submission requirements of Standard Instructions 2003 are met.		
The certifications in Part 5 have been completed and signed (either upon or following bid submission).		
Comments:		

Evaluation Criteria	Met	Not met
<b>M.1 REQUIREMENT AND EQUIVALENT PRODUCTS</b>		
The Bidder must provide specifications and descriptive literature for each proposed product in accordance with the requirement described in Annex "A" Statement of Requirements, and in accordance with SACC Manual Clause B3000T (2006-06-16) Equivalent Products.		
The Bidder is not required to propose the same brands for all products listed under A.3 Deliverables.		
<b>Pop-up Exhibits (Nomardic Instand Neptune C34 10' x 8' Display, or equivalent):</b>		
Make and Model offered: _____		
Is product equivalent based on specifications provided: <input type="checkbox"/> YES <input type="checkbox"/> NO		
Is a sample required for evaluation: <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Premium Graphics for Pop-up Exhibits (for Nomardic Instand Neptune C34 10' x 8' Display, or equivalent):</b>		
Product Specification: _____		
Is product equivalent based on specifications provided: <input type="checkbox"/> YES <input type="checkbox"/> NO		
Is a sample required for evaluation: <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Banner Stands (Expand MediaScreen 1 Premium Banner Stand, or equivalent) with Premium Graphics:</b>		
Make and Model Offered: _____		
Is product equivalent based on specifications provided: <input type="checkbox"/> YES <input type="checkbox"/> NO		
Is a sample required for evaluation: <input type="checkbox"/> YES <input type="checkbox"/> NO		

**EVALUATION GRID**

Bidder:

Evaluator’s Initials:

<b>Comments:</b>

Evaluation Criteria	Met	Not met
<b>M.2 FINANCIAL PROPOSAL</b>		
The Bidder must provide complete costing information strictly in accordance with Annex “B” Pricing and List of Deliverables. All line items in Annex “B” <u>must</u> be bid. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.		
<b>Comments:</b>		

**EVALUATION GRID****Bidder:****Evaluator’s Initials:****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 - Mandatory Technical Criteria**

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.