

Solicitation/Request for Proposal: 01B68-13-0106

FOR THE PROVISION OF

DESIGN AND FABRICATION OF THE CANADA PAVILION

**Food & Hotel Asia (FHA)
Singapore Expo, Singapore, Singapore
April 2014, 2016, 2018**

FOR

Agriculture and Agri-Food Canada (AAFC)

July 26, 2013

Contracting Authority:

Parker Kennedy
Sr. Contracting Officer
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Professional Services Contracting Unit
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TABLE OF CONTENTS

- 1.0 Project Summary
- 2.0 Security Requirements
- 3.0 Interpretation

PART 1: PROPOSER INSTRUCTIONS, INFORMATION AND CONDITIONS

- 1.0 Contractual Capacity
- 2.0 Acceptance of Terms and Conditions
- 3.0 Incurring Cost
- 4.0 Enquiries - Solicitation Stage
- 5.0 Rights of Canada
- 6.0 Sole Proposal - Price Support
- 7.0 Mandatory Clauses

PART 2: PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION PROCEDURES

- 1.0 Applicable Laws
- 2.0 Electronic Submissions and Submission of Proposal
- 3.0 Proposal Preparation Instructions
- 4.0 Preparation of Technical Proposal (Section 1)
- 5.0 Preparation of Financial Proposal (Section 2)
- 6.0 Certification Requirements
- 7.0 Evaluation Procedures
- 8.0 Request for Proposal Amendment(s)

PART 3: RESULTING CONTRACT TERMS AND CONDITIONS

- 1.0 General Conditions
- 2.0 Requirement
- 3.0 Security Requirements
- 4.0 Contract Period
- 5.0 Contracting Authority
- 6.0 Project Authority
- 7.0 Contractor Representative
- 8.0 Priority of Documents
- 9.0 Basis for Canada's Ownership of Intellectual Property

- 10.0 Replacement of Personnel
- 11.0 Deleted
- 12.0 Damage to or Loss of Crown Property
- 13.0 Basis of Payment
- 14.0 Method of Payment
- 15.0 Invoicing Instructions
- 16.0 Mandatory Certifications
- 17.0 Non-Permanent Resident
- 18.0 Insurance Requirements
- 19.0 Salvage
- 20.0 Security and Personnel Identification
- 21.0 Contractor's Responsibility
- 22.0 Commercial General Liability
- 23.0 Commercial General Liability Insurance
- 24.0 Error and Omissions Liability
- 25.0 Error and Omissions Liability Insurance
- 26.0 Warranty
- 27.0 Time and Contract Price Verification
- 28.0 Time Verification
- 29.0 Worker's Compensation
- 30.0 Safety Regulations and Labour Codes
- 31.0 Site Regulations

LIST OF APPENDICES

Appendix A - General Conditions

Appendix B - Statement of Work

Appendix C - Basis of Payment

Appendix D - Evaluation Procedures & Criteria

Appendix E - Certification Requirements

Appendix F - Canada Pavilion Location / Floor Space

Appendix G - Mandatory Items Cost Breakdown

Appendix H - Optional Items and Additional Requirements

GENERAL INFORMATION

1.0 PROJECT SUMMARY

- 1.1 Agriculture & Agri-Food Canada (AAFC), is seeking proposals for Pavilion Design and Fabrication.

AAFC is organizing the Canada Pavilion at Food & Hotel Asia (FHA) 2014, which will be held at Singapore Expo (Singapore, Singapore) April 8-11, 2014. The Canada Pavilion will incorporate displays from a number of Canadian food companies.

FHA (biennial) is the premier trade show synonymous with the food and hospitality industry in Asia and beyond. FHA 2014 will feature an estimated 2,800 exhibitors from 70 countries/regions and an expected 45,000 trade visitors from over 90 countries/regions.

In order to ensure the prosperity of the sector, the Canadian agri-business community needs to successfully compete and adapt to the changing needs of domestic and international markets. AAFC's Canada Pavilion program provides Canadian food exporters with the opportunity to enhance the exposure of their products against international competition by differentiating their products through the use of branding tools and attributes. The Canadian presence at international trade shows, through the Canada Pavilion program, should highlight the following key attributes: innovation, quality, and nature/environment.

Bids must include the following:

Executive Summary: A brief overview of the proposed plan, expectations, and understanding of the project.

Design Concept: A distinctly Canadian design layout that stands out from other countries/competitors at the Show, while promoting the Canada Brand attributes that include innovation, quality and nature/environment. The design concept must address the event's target audience, be functional, be attractive that showcases Canadian Agriculture. The design and layout of the pavilion should be flexible to accommodate changes requested from year to year.

Project Management for Services: Provide a detailed description of the approach, timelines, milestones and resources for each service.

Contingency Plan: Describe any major challenges, constraints or unexpected situations and/or major difficulties that may arise during the course of the project. Propose solutions and approaches to address these.

Summary/Recommendation: Provide any additional information and/or recommendations that are essential to the project.

- 1.2 With the exception of certain basic site requirements that must be provided or ordered separately, the Contractor will provide a complete turnkey package that includes all goods and services detailed in this Request for Proposal.

- 1.3 Any components and services not covered or mentioned herein, but obviously necessary to the completion of a fully operational exhibit are to be identified separately in the Contractor's Design Proposal and Technical Proposal and included in the Financial Proposal.

2.0 SECURITY REQUIREMENTS

- 2.1 There is no Security Requirement associated with this project.

3.0 INTERPRETATION

In the RFP;

- 3.1 "Canada", "Crown", "Her Majesty", "the Government" or "Agriculture and Agri-Food Canada" or "AAFC" means Her Majesty the Queen in right of Canada, as represented by the Minister of Agriculture and Agri-Food;
- 3.2 "Contract" or "Resulting Contract" means the written agreement between Agriculture and Agri-Food Canada and a Contractor, comprising the General Conditions (set out in Appendix A of this RFP) and any supplemental general conditions specified in this RFP and every other document specified or referred to in any of them as forming part of the Contract, all as amended by agreement of the Parties from time to time;
- 3.3 "Contracting Authority or authorized representative" means the AAFC official, identified in Article 5.0 of Part 3 of this RFP, responsible for the management of the Contract. Any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor is not to perform Work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from any government personnel other than the aforementioned AAFC official;
- 3.4 "Contractor", means the person or entity whose name appears on the signature page of the Contract and who is to supply goods or services to Canada under the Contract;
- 3.5 "Minister" means the Minister of Agriculture and Agri-Food or anyone authorized to act on his behalf;
- 3.6 "Project Authority or authorized representative" means the AAFC official, identified in Article 6.0 of Part 3 of this RFP, responsible for all matters concerning a) the technical content of the Work under the Contract; b) any proposed changes to the scope of the Work, but any resulting change can only be confirmed by a Contract amendment issued by the Contracting Authority; c) inspection and acceptance of all Work performed as detailed in the Statement of Work, and; review and inspection of all invoices submitted;
- 3.7 "Proposal" means an offer, submitted in response to a request from a Contracting Authority, that constitutes a solution to the problem, requirement or objective in the request;

- 3.8. "Proposer" means a person or entity submitting a Proposal in response to this RFP;
- 3.9 "Work" means the whole of the activities, services, materials, equipment, software, matters and things required to be done, delivered or performed by the Contractor in accordance with the terms of this RFP.

PART 1: PROPOSER INSTRUCTIONS, INFORMATION AND CONDITIONS

1.0 CONTRACTUAL CAPACITY

- 1.1 The Proposer must have the legal capacity to enter into legally binding contracts. If the Proposer is a sole proprietorship, a partnership or a corporate body, the Proposer shall provide a statement indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business and the country where the controlling interest/ownership of the organization is located as per Appendix E of this RFP.

2.0 ACCEPTANCE OF TERMS AND CONDITIONS

- 2.1 Agriculture and Agri-Food Canada will only consider Proposals which accept Agriculture and Agri-Food Canada's terms and conditions.
- 2.2 The General Conditions attached in Appendix A and those set out in Part 3 of this RFP shall form part of any Resulting Contract.

3.0 INCURRING COST

- 3.1 The cost to prepare the Proposal will not be reimbursed by Agriculture and Agri-Food Canada.
- 3.2 No cost incurred before receipt of a signed Contract or specified written authorization from the Contracting Authority can be charged to any Resulting Contract.

4.0 ENQUIRIES - SOLICITATION STAGE

- 4.1 All enquiries or issues concerning this solicitation must be submitted in writing to the Contracting Authority named below.
- 4.2 Enquiries and issues must be received by the Contracting Authority no later than five (5) calendar days prior to the solicitation closing date specified herein to allow sufficient time to provide a response. Enquiries or issues received after that time may not be able to be answered prior to the solicitation closing date.
- 4.3 To ensure consistency and quality of information provided to Proposers, the Contracting Authority will provide, simultaneously to all Proposers any information with respect to **significant** enquiries received and the replies to such enquiries without revealing the sources of the enquiries.
- 4.4 All enquiries and other communications with government officials throughout the solicitation period are to be directed **ONLY** to the Contracting Authority named below. Noncompliance with this condition during the proposal solicitation period may (for that reason alone) result in disqualification of a Proposal.
- 4.5 Meetings will not be held with individual Proposers prior to the closing date/time of this RFP.

4.6 Contracting Authority:
Parker Kennedy
Sr. Contracting Officer
Professional Services Contracting Unit
Agriculture and Agri-Food Canada
1285 Baseline Road, T3-5, Room 338,
Ottawa, Ontario K1A 0C5
Tel.: 613-773-0937
Fax: 613-773-0966
E-mail: parker.kennedy@agr.gc.ca

5.0 RIGHTS OF CANADA

- 5.1 Canada reserves the right to:
1. Accept any Proposal in whole or in part, without prior negotiation;
 2. Reject any or all Proposals received in response to this RFP;
 3. Cancel and/or re-issue this RFP at any time;
 4. Ask the Proposer to substantiate any claim made in the Proposal;
 5. Enter into negotiations with one or more Proposers on any or all aspects of their Proposals;
 6. Award one or more Contracts;
 7. Retain all Proposals submitted in response to this RFP.

6.0 SOLE PROPOSAL - PRICE SUPPORT

- 6.1 Agriculture and Agri-Food Canada reserves the right to obtain price support in conjunction with the offer. Acceptable price support is one or more of the following:
- a. current published price list indicating the percentage discount available to the Department of Agriculture and Agri-Food Canada; or
 - b. paid invoices for like items (like quality and quantity) sold to other customers; or
 - c. price breakdown showing, if applicable, the cost of direct labour, direct materials, purchased items, general and administrative overhead, transportation, profit, etc.
 - d. price or rate certifications; or
 - e. any other supporting documentation as requested by Canada.

7.0 MANDATORY CLAUSES

- 7.1 Where the words “**must**”, “**shall**” or “**will**” appear in this RFP, the clause is to be considered as a mandatory requirement.

PART 2: PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION PROCEDURES

1.0 APPLICABLE LAWS

- 1.1 The Contract shall be interpreted and governed, and the relations between the parties, determined by the laws in force in the Province of Ontario.
- 1.2 Proposers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their proposal, by deleting the Canadian province specified in the previous paragraph and inserting the Canadian province or territory of their choice. If no change is made, the Proposer acknowledges the applicable law specified is acceptable to the Proposer.

2.0 ELECTRONIC SUBMISSIONS AND SUBMISSION OF PROPOSAL

Notice: Proposals submitted by Facsimile or other electronic means will not be accepted.

- 2.1 Due to the nature of this RFP electronic transmission of proposal by such means as electronic mail or facsimile to the Department of Agriculture and Agri-Food is not considered to be practical and therefore will not be accepted.
- 2.2 The proposal **MUST** be delivered to and received by the Contracting Authority no later than **Monday, August 12th 2013 AT 12:00 PM EST**, at the following location below. In addition, the outside of the envelope containing the proposal must include the following address and contact name:

Agriculture and Agri-Food Canada
Professional Service Contracting Unit
1285 Baseline Road, T3-5, Room 338,
Ottawa, Ontario K1A 0C5
Attention: Parker Kennedy
Telephone No.: 613-773-0937

- 2.3 The onus for submitting proposals on time at the specified location rests with the Proposer. It is the Proposer's responsibility to ensure correct delivery of their proposal to the person named above.
- 2.4 The Proposer must also ensure that its name, return address, solicitation number "**01B68-13-0106**" and closing date appear legibly on the outside of the envelopes containing the technical and price proposal.
- 2.5 The Proposers are advised that, due to security measures for building visitors, the Contracting Authority may be contacted upon arrival at security or security may escort for delivery of a proposal. Any planned **in-person delivery of proposal must be between 8:00 a.m. and 12:00 p.m. Monday through Friday** except on Government holidays and weekends. Failure to do so may result in late receipt of a proposal.

2.6 Proposals submitted in response to this RFP will not be returned.

3.0 PROPOSAL PREPARATION INSTRUCTIONS

3.1 The proposal **must** be structured in **THREE SEPARATELY BOUND parts** as indicated below:

Section I	Design and Technical Proposal with attachments (with no reference to price)	1 original and 3 copies
Section II	Financial Proposal (appendix G & H)	1 original and 1 copy
Section III	Certifications	1 original and 1 copy

3.2 The Proposer may **submit a proposal in either official language**.

3.3 Each copy of the proposal is to include the Proposer's legal entity name, the name of the Proposer's contact, address, telephone number, facsimile number, email address and Request for Proposal Number.

3.4 It is the responsibility of the Proposer to obtain clarification of the requirements contained herein, if necessary prior to submitting a proposal.

3.5 In the event of a proposal submitted by a contractual joint venture, the proposal shall be signed by either all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture. The following will be completed if applicable:

1. The Proposer represents that the bidding entity is/is not (delete as applicable) a joint venture in accordance with the definition in paragraph 3.

2. A Proposer that is a joint venture represents the following additional information:

(a) Type of joint venture (mark applicable choice):

- Incorporated joint venture
- Limited partnership joint venture
- Partnership joint venture
- Contractual joint venture
- Other

(b) Composition (names and addresses of all members of the joint venture)

3. Definition of joint venture

A joint venture is an association of two or more parties who combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each

having some degree of control over the enterprise. Joint ventures may be carried on in a variety of legal forms divided into three categories:

- (a) The incorporated joint venture;
 - (b) The partnership venture;
 - (c) The contractual joint venture where the parties combine their resources in the furtherance of a single business enterprise without actual partnership or corporate designation.
4. The joint venture team arrangement is to be distinguished from other types of Contractor arrangements, such as:
- (a) Prime Contractor, in which, for example, the purchasing agency contracts directly with a Contractor (prime) who acts as the system assembler and integrator, with major components, assemblies and subsystems normally subcontracted;
 - (b) Associated Contractor, in which for example, the purchasing agency contracts directly with each of the major component suppliers and performs the integration tasks or awards a separate contract for this purpose.
5. If the Contract is awarded to an unincorporated joint venture, all members of the joint venture shall be jointly and severally responsible for the performance of the Contract.

4.0 PREPARATION OF TECHNICAL PROPOSAL (Section 1)

In the Technical Proposal, the Proposer should demonstrate its understanding of the requirements of the **Statement of Work Appendix "B"**, as well as demonstrate how the Proposer will meet the requirements of the **Evaluation Procedures and Criteria Appendix "D"**.

4.1 Security Requirements

- 4.1.1 There is no Security Requirement associated with this project.

5.0 PREPARATION OF FINANCIAL PROPOSAL (Section 2)

- 5.1 Costs shall not appear in any other area of the Proposal except in the Financial Proposal.
- 5.2 **The bidder must submit a financial proposal using the forms provided in Appendix 'G' and 'H'. The proposer must complete all tables in Appendix G and Appendix H in their entirety, pricing to be provided for every item listed or added, or will be deemed non-compliant and will be given no further consideration.**

The bidder must also provide the following,

1. The covering letter signed by the Proposer or an authorized representative of the Proposer;
2. A statement by the Proposer that they have read, understood, and will comply with every clause, term and condition of the RFP (alternatively, the Proposer may provide a clause-by-clause compliance matrix, reflecting the same);
3. A confidentiality statement, if applicable; and
4. The name and contact information of the Proposer's representative who may be contacted for clarification of proposal details.

5.3 The Firm Lot Price identified in Appendix G will be used for evaluation purposes.

The Firm Lot Price MUST be in **CANADIAN CURRENCY**, all deliverables FOB Job site – **Food & Hotel Asia 2014** and inclusive of any Customs duty, applicable taxes, associated cost for travel and out of pocket expenses.

1. The Firm Lot Price must not exceed \$80,000.00 CAD and inclusive of any Customs duty, all applicable taxes, associated cost for travel and out of pocket expenses. **Any bids exceeding the maximum value will be deemed non-compliant and given no further consideration.** This current Request for Proposal number 01B68-13-0106 does not cover the option to extend the Contract to cover FHA 2016 and 2018.
2. AAFC may allocate additional funds, over and above the proposed Firm Lot Price, up to a maximum ceiling price to be determined at time of contract award. The additional funds will provide, during the course of resulting contract, the, or some of the, items in Appendix H "Optional Items and Additional Requirements" or any other items required for the pavilion, as well as contingency funds for any unforeseen requirements. AAFC is not bound to order any of the items labelled "Optional" or any other items not listed and the selected Contractor shall not act upon any requests under the resulting contract which would cause the maximum expenditure to be exceeded.

5.4 The Firm Lot Price must be strictly in accordance with the specifications contained herein and based on the proposed design submitted **including the drayage.**

The Proposers must include in the Firm Lot Price, the cost for all these components.

1. Components: For the design, management, installation, dismantling, rentals and all specified services including floor covering, structure, utilities, furniture, equipment, graphic production and installation, as detailed herein FOB Job site, **Food & Hotel Asia**, Singapore Expo, Singapore Singapore (Appendix F).
2. Any components such as columns, ceiling grid, braces that are necessary to the aspects of strength and rigidity for the system being offered must be included in the Firm Lot Price. These components shall not be considered as extras to the Contract.

3. Any components and services not covered or mentioned herein, but obviously necessary to the completion of a fully operational exhibit are to be identified separately in the Contractor's Technical Proposal and included in the Financial Proposal.

6.0 CERTIFICATION REQUIREMENTS

In order to be awarded a contract, the certifications attached **in Annex "E"** will be required. The certifications should be submitted with the proposal. Canada may declare a bid non-responsive if the certifications are not submitted or completed as required. Where Canada intends to reject a proposal pursuant to this paragraph, the Contracting Authority will so inform the Proposer and provide the Proposer 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 frame period will render the proposal non-responsive.

Compliance with the certifications the Proposer provides to Canada is subject to verification by Canada. The Contracting Authority shall have the right to ask for additional information to verify the Proposer's compliancy to the applicable certifications before and after award of a contract. Any certification made by the Proposer that is determined to be untrue, whether made knowingly or unknowingly, or any failure to comply with the certifications or comply with the request of the Contracting Authority for additional request of the Contracting Authority for additional information, will render the bid non-responsive.

7.0 EVALUATION PROCEDURES

- 7.1 Proposals will be evaluated in accordance with the Evaluation Procedures and Criteria specified **in Appendix D**. Proposals received will be compared separately against the evaluation criteria identified therein for the total requirement described in this Request for Proposal and in conjunction with the accompanying Statement of **Work (Appendix B)**.
- 7.2 An evaluation team composed of representatives of the Department of Agriculture and Agri-Food Canada will evaluate the Proposals on behalf of Canada.
- 7.3 The evaluation team reserves the right, but is not obligated, to perform any of the following tasks:
 - a) Seek clarification or verify any or all information provided by the Proposer with respect to this RFP, at the sole costs of the Proposer;
 - b) to contact any or all of the references supplied and to interview, at the sole costs of the Proposer, the Proposer and/or any or all of the resources proposed by the Proposer to fulfill the requirement, at AAFC or by teleconference, on 48 hours' notice, to verify or validate any information or data submitted by the Proposer.

8.0 REQUESTS FOR PROPOSAL AMENDMENT(S)

- 8.1 Any modifications to this RFP will be made through an amendment which will be sent to all bidder(s).

PART 3: RESULTING CONTRACT TERMS AND CONDITIONS

Upon a Contract being awarded pursuant to RFP # **01B68-13-0106**, the following Terms and Conditions shall form part of the Resulting Contract:

1.0 GENERAL CONDITIONS

1.1 The General Conditions attached in **Appendix A** shall form part of any Resulting Contract.

2.0 REQUIREMENT

2.1 The contractor will provide the services identified in Appendix B, Statement of Work on an as and when required basis.

2.2 The Contractor shall maintain, for the duration of the Contract, a designated single point of contact, hereafter referred to as a Contractor Representative, dedicated to managing the Contract.

3.0 SECURITY REQUIREMENT

There is no security associated with the

4.0 CONTRACT PERIOD

4.1 The contract shall be valid from date of award, and shall extend until July 31st, 2015. This will allow for the time necessary to make decisions related to the option periods, ie: FHA 2016, FHA 2018.

3.1 The Contractor grants to Canada an irrevocable option to extend the term of the Contract and engage the Contractor's services for **two (2) option periods** for FHA 2016 and FHA 2018 under the same terms and conditions as those set out herein. Canada may exercise this option at any time by sending a notice to the Contractor prior to the Contract expiry date. This notice shall include the estimated budget available, work requirements at that time, location of the event, and space allocation. The option periods are outlined as follows:

FHA 2016 – April 2016, August 1st 2015 to July 31st 2017

FHA 2018 – April 2018, August 1st 2017 to December 31st 2018

3.2 The option may only be exercised by the Contracting Authority, and will be evidenced for administration purposes only, through a written Contract amendment.

5.0 CONTRACTING AUTHORITY

5.1 The Contracting Authority is:

Parker Kennedy
Sr. Contracting Officer

Professional Services Contracting Unit,
Agriculture and Agri-Food Canada
1285 Baseline Road, T3-5, Room 338
Ottawa, ON K1A 0C5
Tel.: 613-773-0937
Fax: 613-773-0966
E-mail: parker.kennedy@agr.gc.ca

- 5.2 The Contracting Authority (or authorized representative) is responsible for the management of the Contract. Any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor is not to perform Work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from any government personnel other than the aforementioned officer.

6.0 PROJECT AUTHORITY

- 6.1 The Project Authority for the Contract is:

The contact information for the Project Authority will be provided at time of contract award.

- 6.2 The Project Authority, or authorized representative, is responsible for:

1. All matters concerning the technical content of the Work under the Contract;
2. Defining any proposed changes to the scope of the Work, but any resulting change can only be confirmed by a Contract amendment issued by the Contracting Authority;
3. Inspection and acceptance of all Work performed as detailed in the Statement of Work and;
4. Review and inspection of all invoices submitted.

7.0 CONTRACTOR REPRESENTATIVE

- 7.1 The Contractor Representative for the Contract is:

The contact information for the Contractor Representative will be provided at time of contract award.

- 7.2 The duties and responsibilities of the Contractor Representative shall include the following:

1. Responsible for the overall management of the Contract;
2. Ensure that Contracts are administered in accordance with the terms and conditions of the Contract;
3. Act as a single point of contact to resolve any contractual disputes that may arise. The Proposer must stipulate that the Contract Representative has direct access to the level of management within the Contractor's organization vested with the decision-making authority for contractual matters;

4. Shall be established as the only recognized individual from the Contractor's organization to speak on behalf of the Contractor for purposes of Contract management;
5. Monitor all resources that are providing services/deliverables in accordance with the Contract;
6. Liaise with the Project/Technical Authority on all matters concerning technical aspects of the Work and performance of its resources; and
7. Manage the transition of any potential resource(s) turnover during the period of the Work.

8.0 PRIORITY OF DOCUMENTS

8.1 The documents specified below form part of and are incorporated into the Contract. If there is a discrepancy between the wordings of any documents which appear on the list, the wording of the document which first appears on the list shall prevail over the wording of any document which subsequently appears on the list:

1. These Terms and Conditions;
2. The Statement of Work, Appendix B hereof;
3. The General Conditions, Appendix A hereof;
4. Basis of Payment, Appendix C hereof;
5. Certification Requirements, Appendix E
6. Request for Proposal number *01B68-13-0106*;
7. Contractor's Proposal dated (***to be inserted at contract award***).

9.0 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY

In this section of the RFP,

9.1 "Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists, but does not include computer programs and related software documentation.

9.2 Agriculture and Agri-Food Canada has determined that any intellectual property arising from the performance of the Work under the Contract will vest in Canada, on the following grounds:

Pursuant to 6.5 of the Treasury Board Policy on Title to Intellectual Property Arising under Crown Procurement Contracts, Canada has opted to own the intellectual property rights in any Material subject to copyright that is created or developed as part of the Work, with the exception of computer software or any documentation pertaining to such software.

10.0 REPLACEMENT OF PERSONNEL

10.1. The Contractor will provide the services of the personnel named in the Contractor's Proposal to perform the Work, unless the Contractor is unable to do so for reasons which are beyond its control.

- 10.2 Should the Contractor at any time be unable to provide their services or those of research personnel, the Contractor will contact the Project Authority immediately. In such case, the Contractor is responsible to provide replacement Contractor or personnel who shall be of similar skills and experience as stated in **the Appendix D, Evaluation Procedures and Criteria.**
- 10.3 The Contractor shall propose replacement personnel for the Project Authorities review within 5 working days (resume and references). The Contractor shall submit, in writing, to the Project Authority the reasons for the removal of personnel from the Work; the name of the proposed replacement person(s); and the qualifications and experience of the proposed replacement person(s). The Project Authority reserves the right to interview any personnel proposed to be assigned to the Work.
- 10.4 Personnel assigned pursuant to the requirements will be capable of performing the Work at a reasonable level of competence. Should any assigned personnel be deemed unsuitable by the Project Authority the Contractor shall provide an immediate replacement of suitable ability that is acceptable to the Project Authority.
- 10.5 The Contractor shall supply competent back-up personnel so that in the event of unforeseen sickness, accident, or any cause which renders a specific individual unavailable, such individuals can be replaced within five (5) working days by a person of like abilities and qualifications.
- 10.6 The resources assigned for the Contract will be measured regularly for quality of services rendered. The measurement will be based on the quality and timeliness of the deliverables specified in the work plan. In the event that quality and deliverables are not produced as and when requested, in any given month, the Crown has the right to request that the Contractor replace the assigned resources immediately, in accordance with Contract clauses included in or referenced in the RFP **#01B68-13-0106**
- 10.7 In no event shall the Contractor allow performance of the Work by unauthorized and/or unqualified personnel, whether initially named resources or replacement personnel. In addition, acceptance of any replacements by the Project Authority shall not relieve the Contractor from responsibility for failure to meet the requirements of the Contract.

11.0 ACCESS TO GOVERNMENT FACILITIES/EQUIPMENT

This section has been intentionally deleted.

12.0 DAMAGE TO OR LOSS OF CROWN PROPERTY

- 12.1 The Contractor shall reimburse Canada any cost or expenses due to the damage to or loss of Crown-owned property resulting from the Contract or the carrying out thereof, or shall, upon reasonable notice, promptly repair such damage or substitute such loss to Canada's satisfaction.

13.0 BASIS OF PAYMENT

- 13.1 For the services provided, Agriculture and Agri-Food Canada will pay the Contractor in accordance with the Basis of Payment below, and the attached Appendix C (Basis of Payment) for Work performed pursuant to the Contract.
- 13.2.1 Limitation of Expenditure
The financial limits for the initial contract (FHA 2014) shall not exceed **\$80,000.00** Canadian currency excluding GST/HST if applicable. The Contractor acknowledges that the maximum funding limitation for the two (2) option periods (FHA 2016 and FHA 2018) is **\$80,000.00** (Canadian currency excluding GST/HST if applicable). The Contractor acknowledges that AAFC shall in its sole discretion determine the allocation of the budget for the option(s).
- 13.2.2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
- (a) when it is 75 percent committed, or
 - (b) four (4) months before the Contract expiry date, or
 - (c) As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
- 13.2.3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.
- 13.3 Inspection and Acceptance
All reports, deliverables, documents, goods and all services rendered under this Contract will be subject to inspection by the Project Authority or his/her designated 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 Project Authority, as submitted, the Project Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment. Any communication with a Contractor regarding the quality of Work performed pursuant to this Contract will be undertaken by official correspondence through the Contracting Authority.

14.0 METHOD OF PAYMENT

- 14.1 The payment shall be made in one lump sum as a Firm Lot Price (inclusive of any Customs duty, all applicable taxes, associated travel and out of pocket expenses) for all the authorized components (design, management, installation, dismantling,

rentals and all specified services including floor covering, structure, utilities, furniture, equipment, graphic production, installation of materials supplied by AAFC if any). Also including components that are not shown on the drawings but nevertheless necessary to the aspects of strength and rigidity for the system, following the completion of all the Work and upon submission of an invoice containing information specified in Article 24.0, Invoicing Instructions, herein.

- 14.2 If payment for last-minute design changes and additional fixtures authorized on site by the Project Authority is required, the invoice will clearly identify the services rendered, order number and supported by the signed copy of the order form.
- 14.3 Payments are subject to the satisfaction and acceptance of the Work by the Project Authority.
- 14.4 Payment by Canada to the Contractor for the Work shall be made as specified in the attached Appendix A (General Conditions.)

15.0 INVOICING INSTRUCTIONS

- 15.1 Payment will only be made pursuant to the general conditions specified in the Appendix A and upon submission of a satisfactory invoice duly supported by specified release documents and other documents called for under the Contract.
- 15.2 Invoices must be submitted on the Contractor's own invoice form and must be prepared to show:
 - 1. The date;
 - 2. Name and address of the Contractor;
 - 3. Name and address of Agriculture and Agri-Food Canada;
 - 4. Reference number;
 - 5. Period in which services were rendered;
 - 6. Contract number; 01B68-13-0106;
 - 7. The amount invoiced (exclusive of the Goods and services Tax (GST) or Harmonized Sales Tax (HST) as appropriate and the amount of GST or HST, as appropriate, shown separately;
 - 8. Contractor's GST number/Procurement Business Number.
- 15.3 One (1) original of the invoice together with attachments, shall be forwarded to the Project Authority at the address noted in Article 6.0 hereof.

16.0 MANDATORY CERTIFICATIONS

- 16.1 Compliance with the certifications the Contractor has provided Canada is a condition of the Contract and subject to verification by Canada during the entire period of the Contract. In the event that the Contractor does not comply with any certification or that it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly, the Minister shall have the right, pursuant to the default provisions of the Contract, to terminate the Contract for default.

17.0 NON-PERMANENT RESIDENT (*the non-applicable clause will be deleted at contract award*)

(CANADIAN CONTRACTOR)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

(FOREIGN CONTRACTOR)

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

18.0 INSURANCE REQUIREMENTS

- 18.1 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.

19.0 SALVAGE

- 19.1 All scrap and waste material, except items specifically listed in the Work specifications, will become the property of the Contractor who shall remove it from the site.

20.0 SECURITY AND PERSONNEL IDENTIFICATION

- 20.1 As a security precaution, it is required that all employees engaged in Work or business for the Contract be readily identifiable. To this end, all company workmen, foremen, and subcontractor personnel are to wear, in a conspicuous place, the identification badge issued to them.

21.0 CONTRACTOR'S RESPONSIBILITY

- 21.1 It shall be the sole responsibility of the Contractor to decide whether or not any other insurance coverage, in addition to the insurance requirements stipulated in the RFP and resulting Contract, is necessary for its own protection or to fulfil its

obligations under the Contract. Any such additional insurance shall be provided and maintained by the Contractor at its own expense.

- 21.2 The following insurance provisions shall not limit any insurance required by federal, provincial or municipal laws.
- 21.3 To meet the insurance requirements of the Contract, the Contractor shall forward to the Contracting Authority, **before the execution of the Contract**, either a certified true copy of the insurance policy or the certificate of insurance containing reasonable detail of the insurance coverage, exclusions, deductibles and conditions applying to such policies and confirming that the insurance is in force to meet these requirements.

22.0 COMMERCIAL GENERAL LIABILITY

- 22.1 Commercial General Liability insurance shall be effected by the Contractor and maintained in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but, in any case, for a limit of liability NOT LESS THAN \$5,000,000.00 per accident or occurrence.

23.0 COMMERCIAL GENERAL LIABILITY INSURANCE

- 23.1 The following clauses must be incorporated into the conditions of the Contractor's Commercial General Liability insurance policy:

(A) "Additional Named Insured: Canada is named as an Additional Named Insured under any liability insurance policies for Canada's respective rights and interests under the Contract."

(B) "Cross Liability: Any act or omission by one or another of the Insured hereunder shall not prejudice the rights or interests of any other Insured. This policy, subject to its limits of liability, shall apply to each

Insured in the same manner and to the same extent as if a separate policy had been issued to each. The inclusion herein of more than one Insured shall not operate to increase the limits of the Insurers' liability."

(C) "Litigation Rights: It is understood and agreed that where any suit is instituted for or against Canada which the Insurer or Insurers would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under this insurance policy, the Insurer shall promptly contact the Attorney General of Canada to agree on the legal strategies by sending a registered letter, or by courier with an acknowledgement of receipt, to:

Senior General Counsel
Civil Litigation Section
Department of Justice
East Memorial Building
284 Wellington Street, 2nd Floor
Ottawa, Ontario K1A 0H8
Tel: 613-946-3815

Fax: 613-954-1920

The notification must be followed, within 15 calendar days, by an information copy to the Contracting Authority.

The Insurer also agrees that Canada reserves the right to co-defend any action brought against Canada. However, all expenses incurred by Canada to co-defend such actions would be at Canada's expense.

(D) "Notice of Cancellation or Amendments of Insurance Coverage: The Insurer agrees to give the Contracting Authority at least fifteen (15) days' prior written notice of any policy cancellation or any changes in the policy coverage."

24.0 ERRORS AND OMISSIONS LIABILITY

24.1 Errors and Omissions Liability insurance shall be effected by the Contractor and maintained in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but, in any case, for a limit of liability NOT LESS THAN \$2,000,000.00 per accident or occurrence with an aggregate of \$5,000,000.00.

25.0 ERROR AND OMISSIONS LIABILITY INSURANCE

25.1 The following clauses must be incorporated into the conditions of the Contractor's Errors and Omissions Liability and Product Liability coverages:

(A) "Litigation Rights: It is understood and agreed that where any suit is instituted for or against Canada which the Insurer, or Insurers would, but for this clause, have the right to pursue or defend on behalf of Canada under this insurance policy, the Insurer shall promptly contact the Attorney General of Canada to agree on the legal strategies by sending a registered letter, or by courier with acknowledgement of receipt, to:

Senior General Counsel
Civil Litigation Section
Department of Justice
East Memorial Building
284 Wellington Street, 2nd Floor
Ottawa, Ontario K1A 0H8

The notification must be followed, within a reasonable period, by an information copy to the Contracting Authority.

The Insurer also agrees that Canada reserves the right to co-defend any action brought against Canada. However, all expenses incurred by Canada to co-defend such actions would be at Canada's expense."

(B) "Notice of Cancellation or Amendments of Insurance Coverage: The Insurer agrees to give the Contracting Authority at least thirty (30) days written notice of any policy cancellation or any changes in the policy coverage."

26.0 WARRANTY

26.1 The warranty contained in the Contract is no less beneficial to Canada in any respect than the standard warranty terms offered by the manufacturer or designer in respect of the goods or services to be supplied under the Contract.

27.0 TIME AND CONTRACT PRICE VERIFICATION

27.1 Time charged and the Contract Price of any incidental materials used may be verified by Project Authority before or after payment is made to the Contractor. If verification is done after payment, the Contractor agrees to repay any overpayment immediately upon demand by Canada.

28.0 TIME VERIFICATION

28.1 Time charged and the accuracy of the Contractor's time recording system may be verified by Project Authority before or after payment is made to the Contractor under the terms and conditions of the Contract. If verification is done after payment, the Contractor agrees to repay any overpayment immediately upon demand by Canada.

29.0 WORKER'S COMPENSATION

29.1 It is mandatory that all persons performing the Work be covered under the applicable workers compensation legislation provided for the benefit of injured employees.

30.0 SAFETY REGULATIONS AND LABOUR CODES

30.1 The Contractor must adhere to all safety rules, regulations and labour codes in force in all jurisdictions where the Work is to be performed.

31.0 SITE REGULATIONS

31.1 The Contractor undertakes and agrees to comply with all standing orders or other regulations, in force on the site where the Work is to be performed, relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fire.

APPENDIX A

GENERAL CONDITIONS

GC1. INTERPRETATION

- 1.1 In the contract,
- 1.1"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada;
- "Contractor" means the person, entity or entities named in the Contract to supply goods, services or both to Canada;
- 1.2"Minister" means the Minister of Agriculture and Agri-Food Canada or anyone authorized;
- 1.3"Party" means Canada, the Contractor, or any other signatory to the contract and "Parties" means all of them;
- 1.4"Work" unless otherwise expressed in the Contract, means everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contractor's obligations under the Contract.

GC2. Powers of Canada

All rights, remedies and discretions granted or acquired by Canada under the Contract or by law are cumulative, not exclusive.

GC3. General Conditions

The Contractor is an independent contractor engaged by Canada to perform the Work. Nothing in the Contract is intended to create a partnership, a joint venture or an agency between Canada and the other Party or Parties. The Contractor must not represent itself as an agent or representative of Canada to anyone. Neither the Contractor nor any of its personnel is engaged as an employee or agent of Canada. The Contractor is responsible for all deductions and remittances required by law in relation to its employees.

GC4. Conduct of the Work

- 4.1 The Contractor represents and warrants that:
- (a) it is competent to perform the Work;
 - (b) it has the necessary qualifications, including knowledge, skill and experience, to perform the Work, together with the ability to use those qualifications effectively for that purpose; and
 - (c) it has the necessary personnel and resources to perform the Work.
- 4.2 Except for government property specifically provided for in the Contract, the Contractor shall supply everything necessary for the performance of the Work, including all the resources, facilities, labour and supervision, management, services, equipment, materials, drawings, technical data, technical assistance, engineering services, inspection and quality assurance procedures, and planning necessary to perform the Work.
- 4.3 The Contractor shall:

ANNEXE A

CONDITIONS GÉNÉRALES

CG1. DÉFINITIONS

- 1.1 Dans le présent marché d'acquisition :
- 1.1« Canada », « Couronne », « Sa Majesté » ou « gouvernement » signifient Sa Majesté la Reine du chef du Canada;
- « entrepreneur » signifie la personne, l'entité ou les entités nommées dans le marché d'acquisition pour la fourniture de biens ou la prestation de services ou les deux au Canada;
- 1.2« Ministre » signifie le ministre d'Agriculture et Agroalimentaire Canada ou toute personne autorisée;
- 1.3« partie » signifie le Canada, l'entrepreneur ou tout autre signataire du marché d'acquisition; « parties » signifie l'ensemble d'entre eux;
- 1.4« travaux » signifie, à moins d'indication contraire, tout ce que l'entrepreneur doit faire, fournir ou livrer pour remplir ses obligations en vertu du marché d'acquisition.

CG2. Pouvoirs du Canada

Tous les droits, recours et pouvoirs discrétionnaires accordés ou acquis par le Canada en vertu du marché d'acquisition ou de la loi sont cumulatifs et non exclusifs.

CG3. Conditions générales

L'entrepreneur est retenu à titre d'entrepreneur indépendant engagé par le Canada pour exécuter les travaux. Rien dans le contrat n'a pour objet de créer un partenariat, une coentreprise ou mandat entre le Canada et l'autre ou les autres parties. L'entrepreneur ne doit se présenter à quiconque comme un agent ou un représentant du Canada. Ni l'entrepreneur ni ses employés ne constituent des employés, des préposés ou des mandataires du Canada. L'entrepreneur doit effectuer toutes les déductions et tous les versements exigés par la loi relativement à ses employés.

CG4. Exécution des travaux

- 4.1 L'entrepreneur déclare et atteste ce qui suit :
- a) il a la compétence pour exécuter les travaux;
 - b) il a les qualifications nécessaires, y compris les connaissances, les compétences et l'expérience, et la capacité de les utiliser efficacement pour exécuter les travaux;
 - c) il a le personnel et les ressources nécessaires pour exécuter les travaux.
- 4.2 Sauf pour les biens du gouvernement nommément prévus au marché d'acquisition, l'entrepreneur fournit tout ce qui est nécessaire à l'exécution des travaux, y compris les ressources, les installations, la main-d'œuvre et la supervision, la gestion, les services, le matériel, les matériaux, les dessins, les données techniques, l'assistance technique, les services d'ingénierie, les procédures d'inspection et d'assurance de la qualité, et la planification nécessaire à l'exécution des travaux.
- 4.3 L'entrepreneur doit :

- (a) carry out the Work in a diligent and efficient manner;
- (b) apply as a minimum, such quality assurance tests, inspections and controls consistent with those in general usage in the trade and that are reasonably calculated to ensure the degree of quality required by the Contract; and
- (c) ensure that the Work:
 - (1) is of proper quality, material and workmanship;
 - (2) is in full conformity with the Statement of Work; and
 - (3) meets all other requirements of the Contract.

4.4 Notwithstanding acceptance of the Work or any part thereof, the Contractor warrants that the Work shall be of such quality as to clearly demonstrate that the Contractor has performed the Work in accordance with the undertaking in subsection 4.3.

GC5. Inspection and Acceptance

- 5.1 The Work will be subject to inspection by Canada. Should any part of the Work whether it be a report, document, good or service not be in accordance with the Contract or not be done to the satisfaction of the Canada, as submitted, Canada will have the right to reject it or require its correction at the sole expense of the Contractor before making payment.
- 5.2 The Contractor will be in default of the Contract if the Work is rejected by Canada or if he fails to correct the Work within a reasonable delay.

GC6. Amendments and Waivers

- 6.1 No design change, modification to the Work, or amendment to the Contract shall be binding unless it is incorporated into the Contract by written amendment or design change memorandum executed by the authorized representatives of Canada and of the Contractor.
- 6.2 While the Contractor may discuss any proposed changes or modifications to the scope of the Work with the representatives of Canada, Canada shall not be liable for the cost of any such change or modification until it has been incorporated into the Contract in accordance with subsection 6.1.
- 6.3 No waiver shall be valid, binding or affect the rights of the Parties unless it is made in writing by, in the case of a waiver by Canada, the Contracting Authority and, in the case of a waiver by the Contractor, the authorized representative of the Contractor.
- 6.4 The waiver by a Party of a breach of any term or condition of the Contract shall not prevent the enforcement of that term or condition by that Party in the case of a subsequent breach, and shall not be deemed or construed to be a waiver of any subsequent breach.

GC7. Time of the Essence

It is essential that the Work be performed within or at the time stated in the Contract.

GC8. Excusable delay

- 8.1 Any delay by the Contractor in performing the Contractor's obligations under the Contract which occurs without any fault or neglect on the part of the Contractor its subcontractors, agents or employees or is caused by an event beyond the control of the Contractor, and which

- a) exécuter les travaux de manière diligente et efficace;
- b) au minimum, appliquer les tests d'assurance de la qualité, les inspections et les contrôles compatibles avec ceux qui sont généralement utilisés dans l'industrie et dont l'objet est de donner l'assurance raisonnable du degré de qualité exigé en vertu du marché d'acquisition;
- c) veiller à ce que les travaux :
 - (1) soient de bonne qualité et soient exécutés avec des matériaux et une main d'œuvre de qualité;
 - (2) soient en tous points conformes à l'énoncé de travail;
 - (3) répondent à toutes les autres exigences du marché d'acquisition.

4.4 Nonobstant l'acceptation des travaux ou d'une partie des travaux, l'entrepreneur garantit que la qualité des travaux démontrera clairement qu'il les a exécutés conformément à l'engagement prévu au paragraphe 4.3.

CG5. Inspection et acceptation

- 5.1 Les travaux seront soumis à l'inspection du Canada. Le Canada a le droit de rejeter toute partie des travaux, qu'il s'agisse d'un rapport, d'un document, d'un bien ou d'un service qui, tel qu'il est soumis, n'est pas conforme aux exigences du marché d'acquisition ou n'est pas à la satisfaction du Canada, ou d'en exiger la modification aux frais de l'entrepreneur, avant d'effectuer un paiement.
- 5.2 L'entrepreneur est en défaut d'exécution du marché d'acquisition si les travaux sont rejetés par le Canada ou s'il ne les modifie pas dans un délai raisonnable.

CG6. Modifications et renoncations

- 6.1 Les modifications apportées à la conception, aux travaux ou au marché d'acquisition ne lient les parties que si elles sont intégrées au marché d'acquisition au moyen d'un document écrit à cet effet ou d'une modification technique portant la signature des représentants autorisés du Canada et de l'entrepreneur.
- 6.2 Bien que l'entrepreneur puisse discuter avec les représentants du Canada de modifications éventuelles à l'étendue des travaux, le Canada n'assume le coût de ces modifications que lorsqu'elles sont intégrées au marché d'acquisition conformément au paragraphe 6.1.
- 6.3 Une renonciation n'est valable, ne lie les parties et ne modifie leurs droits que si elle est faite par écrit par l'autorité contractante, dans le cas d'une renonciation du Canada, et par le représentant autorisé de l'entrepreneur, dans le cas d'une renonciation de l'entrepreneur.
- 6.4 La renonciation par une partie à exercer un recours pour inexécution de toute condition du marché d'acquisition n'empêche pas cette partie d'exiger l'exécution de cette condition lors d'une inexécution subséquente, et n'est pas réputée être une renonciation à exercer en recours pour une inexécution subséquente, ni interprétée comme telle.

CG7. Délais de rigueur

Il est essentiel que les travaux soient exécutés dans le délai ou au moment fixé dans le marché d'acquisition.

CG8. Retard excusable

- 8.1 Tout retard de l'entrepreneur à s'acquitter de ses obligations en vertu du marché d'acquisition, qui survient en l'absence de toute faute ou négligence de la part de l'entrepreneur, de ses sous-traitants, de ses mandataires ou de ses employés, ou qui est causé par un événement

could not have been avoided by the Contractor without incurring unreasonable cost through the use of work-around plans including alternative sources or other means, constitutes an excusable delay.

- 8.2. The Contractor shall give notice to the Minister immediately after the occurrence of the event that causes the excusable delay. The notice shall state the cause and circumstances of the delay and indicate the portion of the Work affected by the delay. When requested to do so by the Minister, the Contractor shall deliver a description, in a form satisfactory to the Minister, of work-around plans including alternative sources and any other means that the Contractor will utilize to overcome the delay and endeavour to prevent any further delay. Upon approval in writing by the Minister of the work-around plans, the Contractor shall implement the work around plans and use all reasonable means to recover any time lost as a result of the excusable delay.
- 8.3. Unless the Contractor complies with the notice requirements set forth in the Contract, any delay that might have constituted an excusable delay shall be deemed not to be an excusable delay.
- 8.4. If an excusable delay has continued for thirty (30) days or more, Canada may, by giving notice in writing to the Contractor, terminate the Contract. In such a case, the Parties agree that neither will make any claim against the other for damages, costs, expected profits or any other loss arising out of the termination or the event that contributed to the excusable delay. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.
- 8.5. Unless Canada has caused the delay by failing to meet an obligation under the Contract, Canada will not be responsible for any cost incurred by the contractor or any subcontractors or agents as a result of an excusable delay.
- 8.6. If the Contract is terminated under this section, Canada may require the Contractor to deliver to Canada, in the manner and to the extent directed by Canada, any completed parts of the Work not delivered and accepted before the termination and anything that the Contractor has acquired or produced specifically to perform the Contract. Canada will pay the Contractor:
- (a) the value, of all completed parts of the Work delivered to and accepted by Canada, based on the Contract price, including the proportionate part of the Contractor's profit or fee included in the Contract price; and
 - (b) the cost to the Contractor that Canada considers reasonable in respect of anything else delivered to and accepted by Canada.
- 8.7. The total amount paid by Canada under the Contract to the date of termination and any amounts payable under this subsection must not exceed the Contract price.

GC9. Termination of convenience

- 9.1. Notwithstanding anything in the Contract, the Minister may, by giving notice to the Contractor, terminate or suspend the Contract immediately with respect to all or any part or parts of the Work not completed.
- 9.2. All Work completed by the Contractor to the satisfaction of Canada before the giving of such notice shall be paid for by Canada in accordance with the provisions of the Contract and, for all Work not completed before the giving of such notice, Canada shall pay the

indépendant de la volonté de l'entrepreneur, et que l'entrepreneur n'aurait pu empêcher sans assumer des frais exorbitants en recourant, par exemple, à des plans de redressement, incluant d'autres sources, ou à d'autres moyens, constitue un retard excusable.

- 8.2. L'entrepreneur doit informer le ministre dès que se produit un fait qui entraîne un retard excusable. Il doit préciser, dans son avis, la cause et les circonstances du retard et mentionner la partie du travail qui est touchée. À la demande du ministre, l'entrepreneur fournit une description, sous une forme jugée acceptable par le ministre, des plans de redressement, dans lesquels il mentionne d'autres sources et d'autres moyens qu'il pourrait utiliser pour rattraper le retard et s'efforcer d'en prévenir d'autres. Dès la réception de l'approbation écrite des plans de redressement par le ministre, l'entrepreneur doit mettre ces plans de redressement à exécution et prendre tous les moyens raisonnables pour rattraper le retard excusable.
- 8.3. Si l'entrepreneur ne respecte pas les conditions du marché d'acquisition ayant trait à cet avis, tout retard qui pourrait être excusable n'est pas considéré comme tel.
- 8.4. Après trente (30) jours ou plus de retard excusable, le Canada peut, par avis écrit à l'entrepreneur, résilier le marché d'acquisition. En l'occurrence, les parties conviennent de renoncer à toute réclamation pour dommages, coûts, profits anticipés ou autres pertes découlant de la résiliation ou de l'événement qui a contribué au retard excusable. L'entrepreneur convient de rembourser immédiatement au Canada la portion de toute avance non liquidée à la date de la résiliation.
- 8.5. Sauf si le retard excusable est dû au manquement du Canada de s'acquitter d'une obligation en vertu du marché d'acquisition, le Canada n'est pas responsable des coûts additionnels encourus par l'entrepreneur ou l'un de ses sous-traitants ou mandataires par la suite d'un retard excusable.
- 8.6. Si le marché d'acquisition est résilié en vertu du présent article, le Canada peut exiger que l'entrepreneur lui livre, selon les modalités et dans la mesure prescrites par le Canada, toutes les parties achevées des travaux qui n'ont pas été livrées ni acceptées avant la résiliation, de même que tout ce que l'entrepreneur a acquis ou produit expressément pour l'exécution du marché d'acquisition. Le Canada paie alors à l'entrepreneur :
- a) la valeur, calculée en fonction du prix contractuel, y compris la quote-part du profit ou des honoraires de l'entrepreneur inclus dans le prix contractuel, de toutes les parties des travaux terminées qui sont livrées et acceptées par le Canada;
 - b) le coût de l'entrepreneur que le Canada juge raisonnable en ce qui concerne toute autre chose livrée au Canada et acceptée par le Canada.
- 8.7. Le montant total versé par le Canada en vertu du marché d'acquisition jusqu'à sa résiliation et tous les montants payables en vertu du présent paragraphe ne doivent pas dépasser le prix contractuel.

CG9. Résiliation pour raisons de commodité

- 9.1. Nonobstant toute autre disposition du marché d'acquisition, le ministre peut, en donnant un avis à l'entrepreneur, résilier ou suspendre le marché d'acquisition sans délai relativement à la totalité ou à toute partie des travaux non terminée.
- 9.2. Les travaux terminés par l'entrepreneur à la satisfaction du Canada avant l'envoi d'un tel avis sont payés par le Canada conformément aux dispositions du marché d'acquisition; pour les travaux non terminés au moment de la signification de cet avis, le Canada paie à l'entrepreneur

Contractor's costs as determined under the provisions of the Contract in an amount representing a fair and reasonable fee in respect of such Work.

- 9.3 In addition to the amount which the Contractor shall be paid under section GC9.2, the Contractor shall be reimbursed for the Contractor's cost of and incidental to the cancellation of obligations incurred by the Contractor pursuant to such notice and obligations incurred by or to which the Contractor is subject with respect to the Work.
- 9.4 The Contractor shall have no claim for damages, compensation, loss of profit, allowance or otherwise by reason of or directly or indirectly arising out of any action taken or notice given by Canada under the provisions of section GC9 except as expressly provided therein.
- 9.5 Upon termination of the Contract under section GC9.1, Canada may require the Contractor to deliver and transfer title to Canada, in the manner and to the extent directed by Canada, any finished Work which has not been delivered prior to such termination and any material, goods or Work-in-progress which the Contractor specifically acquired or produced for the fulfilment of the Contract.

GC10. Termination due to Default of Contractor

- 10.1 Canada may by notice to the Contractor, terminate the whole or any part of the Contract:
- a) if the Contractor fails to perform any of the Contractor's obligations under the Contract or in Canada's view, so fails to make progress so as to endanger performance of the Contract in accordance with its terms;
 - b) to the extent permitted under law, if the Contractor becomes bankrupt or insolvent, or a receiving order is made against the Contractor, or an assignment is made for the benefit of creditors, or if an order is made or resolution passed for the winding up of the Contractor, or if the Contractor takes the benefit of a statute relating to bankrupt or insolvent debtors; or
 - c) if the Contractor makes a false declaration under GC 37 or GC 38 or fails to comply with the terms set out in GC 16.3 or GC 39.
- 10.2 Upon termination of the Contract under section GC10, the Contractor shall deliver to Canada any finished Work which has not been delivered and accepted prior to such termination, together with materials and Work-in-progress relating specifically to the Contract and all materials, texts and other documents supplied to the Contractor in relation to the Contract.
- 10.3 Subject to the deduction of any claim which Canada may have against the Contractor arising under the Contract or out of termination, payment will be made by Canada to the Contractor for the value of all finished Work delivered and accepted by Canada, such value to be determined in accordance with the rate(s) specified in the Contract, or, where no rate is specified, on a proportional basis.
- 10.4 If the contract is terminated pursuant to GC 10.1 (c), in addition to any other remedies that may be available against the Contractor, the Contractor will immediately return any advance payments.

GC11. Suspension of Work

- 11.1 The Minister may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so.

les coûts, déterminés de la façon précisée dans le marché d'acquisition, au montant représentant une indemnité juste et raisonnable relativement à ces travaux.

- 9.3 En plus du montant qui lui est payé en vertu de l'article CG9.2, l'entrepreneur a droit au remboursement des frais liés à la résiliation, consécutivement à cet avis, des engagements qu'il a pris et des frais connexes, ainsi que des engagements qu'il a pris ou des obligations qui lui incombent relativement aux travaux.
- 9.4 L'entrepreneur ne peut réclamer de dommages-intérêts, d'indemnité, de perte de profits ou d'autre compensation pour aucune raison se rapportant directement ou indirectement à une mesure prise par le Canada ou à un avis donné par lui en vertu des dispositions de l'article CG9, sauf de la façon et dans la mesure qui y sont expressément indiquées.
- 9.5 Au moment de la résiliation du marché d'acquisition en vertu de l'article CG9.1, le Canada peut exiger que l'entrepreneur lui remette, de la façon et dans la mesure qu'il précise, tout travail complété qui n'a pas été livré avant l'arrêt des travaux ainsi que les matériaux, les biens ou les travaux en cours que l'entrepreneur a acquis ou produits expressément pour l'exécution du marché d'acquisition.

CG10. Résiliation pour manquement de la part de l'entrepreneur

- 10.1 Le Canada peut, par avis à l'entrepreneur, résilier le marché d'acquisition, en tout ou en partie :
- a) si l'entrepreneur ne s'acquitte pas de toutes ses obligations en vertu du marché d'acquisition ou, de l'avis du Canada, ne fait pas avancer les travaux, au point de compromettre l'exécution du marché d'acquisition conformément à ses conditions;
 - b) dans la mesure permise par la loi, si l'entrepreneur fait faillite ou devient insolvable, fait l'objet d'une ordonnance de séquestre, fait cession de ses biens au profit de ses créanciers, fait l'objet d'une ordonnance ou d'une résolution de liquidation, ou se prévaut de quelque loi concernant les débiteurs faillis ou insolvable; ou
 - c) si l'entrepreneur fournit une fausse déclaration en contravention des article GC 37 ou GC 38 ou s'il contrevient à l'une des conditions prévues aux articles GC 16.3 ou GC 39.
- 10.2 Au moment de la résiliation du marché d'acquisition en vertu de l'article CG10, l'entrepreneur remet au Canada tout travail exécuté qui n'a pas été livré et accepté avant cette résiliation ainsi que les matériaux et les travaux en cours se rattachant spécifiquement au marché d'acquisition et tous les matériaux, textes et autres documents fournis à l'entrepreneur relativement au marché d'acquisition.
- 10.3 Sous réserve de la déduction de toute réclamation que le Canada peut avoir envers l'entrepreneur aux termes du marché d'acquisition ou par la suite, le Canada versera à l'entrepreneur un paiement pour la valeur des travaux complétés, livrés et acceptés par le Canada, ladite valeur devant être établie conformément aux dispositions tarifaires du marché d'acquisition ou, s'il n'est pas précisé de tarif, selon une base proportionnelle.
- 10.4 Si le marché d'acquisition est résilié en vertu du paragraphe 10.1 c), en plus des autres recours qui peuvent être exercés contre lui, l'entrepreneur doit immédiatement rembourser tout paiement anticipé.

CG11. Suspension des travaux

- 11.1 Le ministre peut à tout moment, par avis écrit, ordonner à l'entrepreneur de suspendre ou d'arrêter les travaux ou une partie des travaux prévus au marché d'acquisition. L'entrepreneur doit se conformer sans délai à l'ordre de suspension, de manière à minimiser

les frais liés à la suspension.

GC12. Extension of Contract

- 12.1 Where the Minister determines that additional work of the same nature as the Work described in this Contract is required, the Contractor shall do such work and where required the term of the Contract shall be extended accordingly and confirmed in writing between the parties.
- 12.2 Payment for the work described in subsection 1 shall be calculated and paid on the same basis as in section GC12 and where required prorated.
- 12.3 Where the Minister has determined that the Contractor shall be paid expenses related to the Work described in section GC12.1, the type of expenses and amounts shall be confirmed in writing between the parties.

TERMS OF PAYMENT

GC13. Method of Payment

- 13.1 Payment in the case of progress payments:
- a) Payment by Canada to the Contractor for the Work shall be made within thirty (30) days following the date on which a claim for progress payment is received according to the terms of the Contract; and
 - b) If the Minister has any objection to the form of the claim for payment or the substantiating documentation, shall, within fifteen (15) days of its receipt, notify the Contractor in writing of the nature of the objection.
- 13.2 Payment in the case of payment on completion:
- a) Payment by Canada to the Contractor for the Work shall be made within thirty (30) days following the date on which the Work is completed or on which a claim for payment and substantiating documentation are received according to the terms of the Contract, whichever date is the later;
 - b) If the Minister has any objection to the form of the claim for payment or the substantiating documentation, shall, within fifteen (15) days of its receipt, notify the Contractor in writing of the nature of the objection.

GC14. Basis of Payment

- 14.1 A claim in the form of an itemized account certified by the Contractor with respect to the accuracy of its contents shall be submitted to the Minister.
- 14.2 Travel and other expenses, where allowed by the Contract, shall be paid in accordance with Treasury Board Guidelines and Directives, certified by the Contractor as to the accuracy of such claim.

GC15. Interest on Overdue Accounts

- 15.1 For the purposes of this clause:
- a) "Average Rate" means the simple arithmetic mean of the bank rates in effect at 4:00 p.m. Eastern Standard Time each day during the calendar month which immediately precedes the calendar month in which payment is made;

CG12. Prolongation du marché d'acquisition

- 12.1 Si, de l'avis du ministre, des travaux additionnels de même nature que les travaux décrits dans le marché d'acquisition sont nécessaires, l'entrepreneur effectue les travaux et, au besoin, la durée du marché d'acquisition est prolongée en conséquence, et les parties confirment cette prolongation par écrit.
- 12.2 Le paiement des travaux décrits au paragraphe 1 est calculé et effectué selon la formule exposée à l'article CG12 et, au besoin, est établi au prorata.
- 12.3 Si le ministre décide de payer à l'entrepreneur des dépenses relatives aux travaux exposés à l'article CG12.1, les parties confirment par écrit la nature des dépenses et leur montant.

MODALITÉS DE PAIEMENT

CG13. Mode de paiement

- 13.1 Dans le cas de paiements progressifs :
- a) Le paiement que doit le Canada à l'entrepreneur pour les travaux effectués se fait dans les trente (30) jours suivants la date de réception d'une demande de paiement progressif dûment remplie, selon les conditions du marché d'acquisition; et
 - b) si le ministre soulève une objection relativement à la demande de paiement ou des pièces justificatives l'accompagnant, il doit, dans les quinze (15) jours de sa réception, aviser par écrit l'entrepreneur de la nature de l'objection.
- 13.2 Dans le cas d'un paiement à l'achèvement:
- a) Le paiement que doit le Canada à l'entrepreneur pour les travaux effectués se fait dans les trente (30) jours suivants la date d'achèvement des travaux ou de la réception d'une demande de paiement et des pièces justificatives aux termes du marché d'acquisition, selon la plus tardive des deux dates;
 - b) si le ministre soulève une objection relativement à la présentation de la demande de paiement ou des pièces justificatives l'accompagnant, il doit, dans les quinze (15) jours de leur réception, aviser par écrit l'entrepreneur de la nature de l'objection.

CG14. Base de paiement

- 14.1 Une demande de paiement sous forme de relevé détaillé certifié par l'entrepreneur quant à l'exactitude de son contenu doit être soumise au ministre.
- 14.2 Les frais de déplacement et autres dépenses qui sont prévus au marché d'acquisition sont payés en conformité avec les lignes directrices et les directives du Conseil du Trésor, l'exactitude de la demande de remboursement ayant été au préalable certifiée par l'entrepreneur.

CG15. Intérêts sur comptes en souffrance

- 15.1 Aux fins de la présente clause :
- a) « taux moyen » signifie la moyenne arithmétique simple du taux d'escompte en vigueur chaque jour, à 16 h, heure normale de l'Est, pour le mois civil qui précède immédiatement le mois civil au cours duquel le paiement est effectué;

- (b) "bank rate" means the rate of interest established from time to time by the Bank of Canada as the minimum rate at which the Bank of Canada makes short term advances to members of the Canadian Payments Association;
- (c) "Date of payment" means the date of the negotiable instrument drawn by the Receiver General for Canada and given for payment of an amount due and payable;
- (d) an amount is "due and payable" when it is due and payable by Canada to the Contractor in accordance with the terms of the Contract; and
- (e) an amount becomes "overdue" when it is unpaid on the first day following the day upon which it is due and payable.

- 15.2 Canada shall be liable to pay to the Contractor simple interest at the Average Rate plus 3 percent per annum on any amount that is overdue, from the date such amount becomes overdue until the day prior to the date of payment, inclusive. Interest shall be paid without notice from the Contractor except in respect of payment which is less than thirty (30) days overdue. No interest will be payable or paid in respect of payment made within such thirty (30) days unless the Contractor so requests after payment has become due.
- 15.3 Canada shall not be liable to pay interest in accordance with this clause if Canada is not responsible for the delay in paying the Contractor.
- 15.4 Canada shall not be liable to pay interest on overdue advance payments.

GC16. Records to be kept by Contractor

- 16.1 The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
- 16.2 If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
- 16.3 Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six (6) years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
- 16.4 The amount claimed under the Contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this

- b) le « taux d'escompte » s'entend du taux d'intérêt fixé de temps à autre par la Banque du Canada, qui représente le taux minimum auquel la Banque du Canada consent des avances à court terme aux membres de l'Association canadienne des paiements;
- c) « date de paiement » signifie la date que porte le titre négociable tiré par le receveur général du Canada et remis aux fins de payer une somme exigible;
- d) « exigible » s'entend de la somme due par le Canada et payable à l'entrepreneur aux termes du marché d'acquisition;
- e) un montant devient « en souffrance » s'il demeure impayé le premier jour suivant le jour où il est devenu exigible.

- 15.2 Le Canada verse à l'entrepreneur des intérêts simples, au taux moyen majoré de 3 p. 100 par année, sur tout montant en souffrance, à partir du premier jour où le montant est en souffrance et jusqu'au jour qui précède la date du paiement, inclusivement. Les intérêts sont payables sans avis de l'entrepreneur sauf sur le paiement qui est en souffrance depuis moins de trente (30) jours. Il n'est pas payé d'intérêts sur un montant acquitté dans les trente (30) jours, à moins que l'entrepreneur n'en fasse la demande.
- 15.3 Le Canada ne verse pas d'intérêts en vertu du présent article lorsqu'il n'est pas responsable du retard du paiement à l'entrepreneur.
- 15.4 Le Canada ne verse pas d'intérêts sur les paiements anticipés qui sont en souffrance.

CG16. Registres à conserver par l'entrepreneur

- 16.1 L'entrepreneur tient des comptes et des registres appropriés du coût de l'exécution des travaux et de toutes les dépenses qu'il effectue ou de tous les engagements qu'il prend relativement aux travaux, y compris les factures, les reçus et les pièces justificatives qui s'y rattachent. L'entrepreneur conserve ces registres, y compris les connaissements et les autres preuves de transport ou de livraison, pour toutes les livraisons faites en vertu du marché d'acquisition.
- 16.2 Si le marché d'acquisition prévoit des paiements pour le temps consacré par l'entrepreneur, ses employés, ses représentants, ses mandataires ou ses sous-traitants à l'exécution des travaux, l'entrepreneur tient un registre du temps réel consacré chaque jour par chaque personne à l'exécution de toute partie des travaux.
- 16.3 À moins que le Canada n'ait consenti par écrit à leur disposition, l'entrepreneur conserve tous les renseignements décrits dans cette section pendant six (6) ans après réception du paiement final effectué en vertu du marché d'acquisition, ou jusqu'au règlement des litiges ou réclamations en cours, selon la plus tardive des deux dates. Pendant ce temps, l'entrepreneur met ces renseignements à la disposition des représentants du Canada pour vérification, inspection et examen, et les représentants du Canada peuvent en faire des copies et en prendre des extraits. L'entrepreneur met à leur disposition les installations nécessaires pour toute vérification et inspection et fournit tous les renseignements que les représentants du Canada lui demandent à l'occasion pour effectuer une vérification complète du marché d'acquisition.
- 16.4 Le montant réclamé en vertu du marché d'acquisition, calculé conformément au marché d'acquisition, peut faire l'objet d'une vérification du gouvernement avant et après le versement du montant. Si une vérification a lieu après le paiement, l'entrepreneur convient de rembourser immédiatement tout paiement en trop sur demande du Canada. Le Canada peut retenir ou déduire tout crédit dû en vertu du

section from any money that Canada owes to the Contractor at any time (including under other Contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

GC17. Invoice Submission

- 17.1 Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
- 17.2 Invoices must show:
- (a) the date, the name and address of the client department, item or reference numbers, deliverable and/or description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);
 - (b) details of expenditures in accordance with the Basis of Payment, exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable);
 - (c) deduction for holdback, if applicable;
 - (d) the extension of the totals, if applicable; and
 - (e) if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
- 17.3 If applicable, the GST or HST must be specified on all invoices as a separate item. All items that are zero-rated, exempt or to which the GST or HST does not apply, must be identified as such on all invoices.
- 17.4 By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

GC18. Right of Set off

Without restricting any right of set off given by law, the Minister may set off against any amount payable to the Contractor under the Contract, any amount payable to Canada by the Contractor under the Contract or under any other current contract. Canada may, when making a payment pursuant to the Contract, deduct from the amount payable to the Contractor any such amount payable to Canada by the Contractor which, by virtue of the right of set off, may be retained by Canada.

GC19. Assignment

- 19.1 The Contract shall not be assigned in whole or in part by the Contractor without the prior written consent of Canada and an assignment made without that consent is void and of no effect.
- 19.2 An assignment of the Contract does not relieve the Contractor from any obligation under the Contract or impose any liability upon Canada.

GC20. Subcontracting

- 20.1 The Contractor must obtain the consent in writing of the Minister

présent article et impayé, et le porter en compensation de toute somme que le Canada doit à l'entrepreneur à tout moment (y compris en vertu d'autres marchés d'acquisitions). Si le Canada décide de ne pas exercer ce droit à un moment donné, le Canada ne le perd pas.

CG17. Présentation des factures

- 17.1 Les factures doivent être soumises au nom de l'entrepreneur. L'entrepreneur doit présenter une facture pour chaque livraison ou expédition; les factures doivent s'appliquer uniquement au marché d'acquisition. Chaque facture doit indiquer si elle porte sur une livraison partielle ou finale.
- 17.2 Les factures doivent indiquer :
- a) la date, le nom et l'adresse du ministère client, les numéros d'articles ou de référence, les biens livrables ou la description des travaux, le numéro du marché d'acquisition, le numéro de référence du client, le numéro d'entreprise approvisionnement et le ou les codes financiers;
 - b) les détails des dépenses en conformité avec la base de paiement, sans la taxe sur les produits et services (TPS) ou la taxe de vente harmonisée (TVH) (comme le nom des articles et leur quantité, l'unité de distribution, le prix unitaire, les tarifs horaires fermes et le niveau d'effort, les marchés d'acquisitions de sous traitance, selon le cas);
 - c) la déduction correspondant à la retenue de garantie, s'il y a lieu;
 - d) la composition des totaux, s'il y a lieu;
 - e) s'il y a lieu, le mode d'expédition, avec la date, les numéros de cas et de pièce ou de référence, les frais d'expédition et tous les autres frais supplémentaires.
- 17.3 S'il y a lieu, la TPS ou la TVH doit être indiquée séparément sur toutes les factures. Tous les articles qui sont détaxés, exonérés ou auxquels la TPS ou la TVH ne s'applique pas doivent être indiqués comme tels sur les factures.
- 17.4 L'entrepreneur atteste que la facture correspond aux travaux qui ont été livrés et qu'elle est conforme au marché d'acquisition.

CG18. Droit de compensation

Sans restreindre tout droit de compensation accordé par la loi, le ministre peut porter en compensation tout montant payable à l'entrepreneur en vertu du marché d'acquisition, de tout montant payable au Canada par l'entrepreneur en vertu du marché d'acquisition ou de tout autre marché d'acquisition en cours. Lorsqu'il effectue un paiement en vertu du marché d'acquisition, le Canada peut déduire du montant payable à l'entrepreneur tout montant qui est ainsi payable au Canada par l'entrepreneur et qui, du fait du droit de compensation, peut être retenu par le Canada.

CG19. Cession

- 19.1 L'entrepreneur ne cède ni la totalité ni une partie du marché d'acquisition sans le consentement écrit préalable du Canada. Toute cession effectuée sans ce consentement est nulle et sans effet.
- 19.2 La cession du marché d'acquisition ne libère l'entrepreneur d'aucune des obligations qui lui incombent aux termes du marché d'acquisition et elle n'impose aucune responsabilité au Canada.

GC20. Sous-traitance

- 20.1 L'entrepreneur doit obtenir le consentement écrit du ministre avant

before subcontracting.

- 20.2 Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor.
- 20.3 In any subcontract, the Contractor will bind the subcontractor by the same conditions by which the contractor is bound under the Contract.

GC21. Indemnification

- 21.1 The Contractor shall indemnify and save harmless Canada from and against all claims, losses, damages, costs, expenses, actions and other proceedings, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury to or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the Contractor, the Contractor's servants, subcontractors or agents in performing the Work or as a result of the Work.
- 21.2 The Contractor's liability to indemnify or reimburse Canada under the Contract shall not affect or prejudice Canada from exercising any other rights under law.

GC22. Confidentiality

The Contractor shall treat as confidential, during as well as after performance of the Work, any information to which the Contractor becomes privy as a result of acting under the Contract. The Contractor shall use its best efforts to ensure that its servants, employees, agents, subcontractors or assigned observe the same standards of confidentiality

GC23. Indemnification - Copyright

The Contractor shall indemnify Canada from and against all costs, charges, expenses, claims, actions, suits and proceedings for the infringement or alleged infringement of any copyright resulting from the performance of the Contractor's obligations under the Contract, and in respect of the use of or disposal by Canada of anything furnished pursuant to the Contract.

GC24. Indemnification - Inventions, etc.

The Contractor shall indemnify Canada from and against all costs, charges, expenses, claims, actions, suits and proceedings for the use of the invention claimed in a patent, or infringement or alleged infringement of any patent or any registered industrial design resulting from the performance of the Contractor's obligations under the Contract, and in respect of the use of or disposal by Canada of anything furnished pursuant to the Contract.

GC25. Ownership of Copyright

- 25.1 Anything that is created or developed by the Contractor as part of the Work under the Contract in which copyright subsists belongs to Canada. The Contractor must incorporate the copyright symbol and either of the following notices, as appropriate:
- © HER MAJESTY THE QUEEN IN RIGHT OF CANADA (year)
- or
- © SA MAJESTÉ LA REINE DU CHEF DU CANADA (année)

d'adjuger un marché d'acquisition de sous-traitance.

- 20.2 La sous-traitance ne libère l'entrepreneur d'aucune des obligations qui lui incombent aux termes du marché d'acquisition et elle n'impose aucune responsabilité au Canada envers un sous-traitant.
- 20.3 Dans tout marché d'acquisition de sous-traitance, l'entrepreneur soumet le sous-traitant aux conditions auxquelles il est lui-même soumis en vertu du marché d'acquisition.

CG21. Indemnisation

- 21.1 L'entrepreneur indemnise le Canada des réclamations, pertes, dommages, coûts, dépenses, actions et autres poursuites, faits, soutenus, présentés, intentés, ou qu'on menace de présenter ou d'intenter, de n'importe quelle manière, et consécutifs à une blessure ou au décès d'une personne ou à des dommages ou à la perte de biens découlant d'une action, d'une omission ou d'un retard volontaire ou négligent de la part de l'entrepreneur, de ses préposés, sous-traitants ou mandataires dans l'exécution des travaux ou par suite des travaux.
- 21.2 L'obligation qui incombe à l'entrepreneur d'indemniser ou de rembourser le Canada en vertu du marché d'acquisition n'empêche pas le Canada d'exercer tout autre droit que lui confère la loi.

CG22. Confidentialité

L'entrepreneur traite de façon confidentielle, pendant et après l'exécution des travaux, l'information à laquelle il a accès en raison du marché d'acquisition. Il doit faire les meilleurs efforts pour veiller à ce que ses préposés, ses employés, ses mandataires et ses sous-traitants ou ses agents attirés observent les mêmes normes de confidentialité.

CG23. Indemnisation – Droit d'auteur

L'entrepreneur indemnise le Canada des coûts, frais, dépenses, réclamations, actions, poursuites et procédures intentés pour violation réelle ou alléguée d'un droit d'auteur du fait que l'entrepreneur s'est acquitté des obligations que lui impose le marché d'acquisition, et relativement à l'utilisation ou à l'aliénation, par le Canada, de tout ce qui est fourni aux termes du marché d'acquisition.

CG24. Indemnisation – Inventions, etc.

L'entrepreneur indemnise le Canada des coûts, frais, dépenses, réclamations, actions, poursuites et procédures intentés par suite de l'utilisation protégée par brevet, ou pour violation réelle ou alléguée d'un brevet ou d'un dessin industriel enregistré du fait que l'entrepreneur s'est acquitté des obligations que lui impose le marché d'acquisition, et relativement à l'utilisation ou à l'aliénation, par le Canada, de ce qui est fourni aux termes du marché d'acquisition.

CG25. Propriété du droit d'auteur

- 25.1 Tout ce qui est créé ou conçu par l'entrepreneur aux fins de l'exécution des travaux prévus au marché d'acquisition et qui est protégé par droit d'auteur appartient au Canada. L'entrepreneur appose le symbole du droit d'auteur et indique l'un ou l'autre des avis suivants, selon le cas :
- © SA MAJESTÉ LA REINE DU CHEF DU CANADA (année)
- ou
- © HER MAJESTY THE QUEEN IN RIGHT OF CANADA (year).

25.2 At the request of the Minister, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Minister may require, a written permanent waiver of Moral Rights, in a form acceptable to the Minister, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's Moral Rights.

GC26. Taxes

26.1 Municipal Taxes

Municipal Taxes do not apply.

26.2 Provincial Taxes

(a) Excluding legislated exceptions, federal government departments and agencies are not required to pay any sales tax payable to the province in which the taxable goods or services are delivered. This exemption has been provided to federal government departments and agencies under the authority of one of the following:

(i) Provincial Sales Tax (PST) Exemption Licence Numbers, for the provinces of:

Prince Edward Island OP-10000-250
Manitoba 390-516-0

(ii) for Quebec, Saskatchewan, the Yukon Territory, the Northwest Territories and Nunavut, an Exemption Certification, which certifies that the goods or services purchased are not subject to the provincial/territorial sales and consumption taxes because they are purchased by the federal government with Canada funds for the use of the federal government.

(b) Currently, in Alberta, the Yukon Territory, the Northwest Territories and Nunavut, there is no general PST. However, if a PST is introduced in Alberta, the Yukon Territory, the Northwest Territories or Nunavut, the sales tax exemption certificate would be required on the purchasing document.

(c) Federal departments must pay the HST in the participating provinces of Newfoundland and Labrador, Nova Scotia, New Brunswick, Ontario and British Columbia.

(d) The Contractor is not exempt from paying PST under the above Exemption Licence Numbers or Exemption Certification. The Contractor must pay the PST on taxable goods or services used or consumed in the performance of the Contract (in accordance with applicable provincial legislation), including material incorporated into real property.

26.3 Changes to Taxes and Duties

If there is any change to any tax or duty payable to any level of government in Canada after the bid submission date that affects the costs of the Work to the Contractor, the Contract Price will be adjusted to reflect the increase or decrease in the cost to the Contractor. However, there will be no adjustment for any change that increases the cost of the Work to the Contractor if public notice of the change was given before bid submission date in sufficient detail to have permitted the Contractor to calculate the effect of the change on its cost. There will be no adjustment if the change takes effect after the date required by the Contract for delivery of the Work.

25.2 À la demande du ministre, l'entrepreneur fournit au Canada, à la fin des travaux ou à tout autre moment déterminé par le ministre, une renonciation écrite et définitive aux droits moraux, sous une forme acceptable pour le ministre, de la part de chaque auteur qui a contribué aux travaux. S'il est lui-même un auteur, l'entrepreneur renonce définitivement à ses droits moraux.

CG26. Taxes

26.1 Taxes municipales

Les taxes municipales ne s'appliquent pas.

26.2 Taxes provinciales

a) Sauf exception prévue par la loi, les ministères et organismes fédéraux ne sont pas assujettis à la taxe de vente payable à la province dans laquelle les biens ou les services taxables sont livrés. Cette exonération a été accordée aux ministères et organismes fédéraux en vertu de l'une des autorisations suivantes :

(i) numéros de licence aux fins de l'exonération de la taxe de vente provinciale (TVP), pour les provinces suivantes :

Île du-Prince-Édouard OP 10000-250
Manitoba 390-516-0

(ii) pour le Québec, la Saskatchewan, le Territoire du Yukon, les Territoires du Nord-Ouest et le Nunavut, un certificat d'exonération qui atteste que les biens ou services achetés ne sont pas assujettis aux taxes de vente et aux taxes à la consommation de la province ou du territoire parce qu'ils sont achetés par le gouvernement fédéral avec des fonds du Canada pour utilisation par le gouvernement fédéral.

b) Actuellement, il n'y a pas de TVP en Alberta, dans le Territoire du Yukon, dans les Territoires du Nord-Ouest et au Nunavut. Cependant, si une TVP était instaurée en Alberta, dans le Territoire du Yukon, dans les Territoires du Nord-Ouest ou au Nunavut, le numéro de certificat d'exonération de la taxe de vente devrait être inscrit sur le document d'achat.

c) Les ministères fédéraux doivent payer la TVH dans les provinces participantes, soit Terre-Neuve et-Labrador, la Nouvelle-Écosse, le Nouveau-Brunswick, l'Ontario et la Colombie-Britannique.

d) L'entrepreneur n'est pas dispensé de l'obligation de payer la TVP en vertu des licences aux fins de l'exonération ou du certificat d'exonération ci-dessus. L'entrepreneur doit payer la TVP sur les biens ou les services taxables utilisés ou consommés dans le cadre de l'exécution du marché d'acquisition (conformément à la législation provinciale applicable), y compris sur les matériaux incorporés dans des biens immobiliers.

26.3 Modifications aux taxes et droits

En cas de modification apportée à toute taxe ou tout droit qui est payable à tout palier de gouvernement au Canada après la date de la soumission et qui modifie le coût des travaux pour l'entrepreneur, le prix contractuel est rajusté en fonction de l'augmentation ou de la diminution du coût pour l'entrepreneur. Toutefois, il n'y a pas de rajustement pour toute modification qui augmente le coût des travaux pour l'entrepreneur si, avant la date de la soumission, un avis public de la modification a été communiqué de façon suffisamment détaillée pour que l'entrepreneur puisse calculer l'effet du changement sur son coût. Il n'y a pas de rajustement si la modification entre en vigueur

après la date de livraison des travaux selon le marché d'acquisition.

26.4 GST or HST

The estimated GST or HST, if applicable, is included in the total estimated cost on page 1 of the Contract. The GST or HST is not included in the Contract Price but will be paid by Canada as provided in the Invoice Submission section above. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST and HST paid or due.

26.5 Tax Withholding of 15 Percent

Pursuant to the Income Tax Act, 1985, c. 1 (5th Supp.) and the Income Tax Regulations, Canada must withhold 15 percent of the amount to be paid to the Contractor in respect of services provided in Canada if the Contractor is a non-resident, unless the Contractor obtains a valid waiver. The amount withheld will be held on account for the Contractor in respect to any tax liability which may be owed to Canada.

GC27. International Sanctions

27.1 Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to economic sanctions.

Details on existing sanctions can be found at:
<http://www.dfait maeci.gc.ca/trade/sanctions en.asp>.

27.2 The Contractor must not supply to the Government of Canada any goods or services which are subject to economic sanctions.

27.3 The Contractor must comply with changes to the regulations imposed during the period of the Contract. The Contractor must immediately advise Canada if it is unable to perform the Work as a result of the imposition of economic sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services. If the Parties cannot agree on a work around plan, the Contract will be terminated for convenience in accordance with section GC9.

GC28. T1204 Government Service Contract Payment

28.1 Pursuant to regulations made pursuant to paragraph 221 (1)(d) of the Federal Income Tax Act, payments made by departments and agencies to Contractors under applicable services Contracts (including Contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payment. To enable client departments and agencies to comply with this requirement, Contractors are required to provide information as to their legal name and status, business number, and/or Social Insurance Number or other supplier information as applicable, along with a certification as to the completeness and accuracy of the information.

GC29. Successors and Assigns

The Contract shall enure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators,

26.4 TPS ou TVH

Dans la mesure où elle s'applique, la TPS ou la TVH est comprise dans le coût estimatif total indiqué à la page 1 du marché d'acquisition. La TPS ou la TVH n'est pas comprise dans le prix contractuel, mais le Canada la paie conformément aux dispositions de l'article sur la présentation des factures, ci-dessus. L'entrepreneur convient de verser à l'Agence du revenu du Canada tous les montants acquittés ou exigibles au titre de la TPS et de la TVH.

26.5 Retenue d'impôt de 15 p. 100

En vertu de la *Loi de l'impôt sur le revenu*, 1985, ch. 1 (5^e suppl.) et du *Règlement de l'impôt sur le revenu*, le Canada doit retenir 15 p. 100 du montant à payer à l'entrepreneur pour les services rendus au Canada si l'entrepreneur est un non-résident, à moins que l'entrepreneur n'obtienne une dérogation valide. Le montant retenu est gardé dans un compte pour l'entrepreneur pour tout impôt à payer exigible par le Canada.

CG27. Sanctions internationales

27.1 Les personnes qui se trouvent au Canada, et les Canadiens qui se trouvent à l'extérieur du Canada, sont liés par les sanctions économiques imposées par le Canada. Par conséquent, le gouvernement du Canada ne peut accepter aucune livraison de biens ou de services qui proviennent, directement ou indirectement, des personnes ou des pays assujettis à des sanctions économiques.

On trouvera les détails sur les sanctions actuelles à l'adresse :
<http://www.dfait maeci.gc.ca/trade/sanctions fr.asp>.

27.2 L'entrepreneur ne doit pas fournir au gouvernement du Canada de biens ou de services qui sont assujettis à des sanctions économiques.

27.3 L'entrepreneur doit se conformer aux changements de règlement imposés pendant la période du marché d'acquisition. L'entrepreneur doit immédiatement informer le Canada s'il est incapable d'accomplir les travaux par suite de l'imposition de sanctions économiques contre un pays ou une personne ou de l'ajout d'un bien ou d'un service à la liste des biens ou services visés par les sanctions. Si les parties n'arrivent pas à s'entendre sur un plan de redressement, le marché d'acquisition est résilié pour raisons de commodité conformément à l'article CG9.

CG28. T1204 Paiements contractuels de services du Gouvernement

28.1 Conformément au règlement établi en application de l'alinéa 221(1)(d) de la *Loi fédérale de l'impôt sur le revenu*, les paiements que versent des ministères et organismes à des entrepreneurs en vertu des marchés d'acquisitions de services pertinents (y compris des marchés d'acquisitions comportant une combinaison de biens et de services) doivent être déclarés à l'aide du formulaire « Paiements contractuels de services du gouvernement », T1204. Pour permettre aux ministères et organismes clients de se conformer à cette exigence, les entrepreneurs sont tenus de fournir des renseignements au sujet de leur raison sociale et de leur forme juridique, leur numéro d'entreprise ou leur numéro d'assurance sociale ou les autres renseignements sur le fournisseur, le cas échéant, avec une attestation d'exhaustivité et d'exactitude des renseignements.

CG29. Successeurs et ayants droit

Le marché d'acquisition est au bénéfice des parties au marché d'acquisition ainsi que de leurs héritiers légaux, exécuteurs

successors and assigns as the case may be.

GC30. Conflict of Interest and Values and Ethics Codes for the Public Service

The Contractor acknowledges that individuals who are subject to the provisions of the Conflict of Interest Act, 2006, c. 9, s. 2, the Conflict of Interest Code for Members of the House of Commons, any applicable federal values and ethics code or any applicable federal policy on conflict of interest and post-employment shall not derive any direct benefit resulting from the Contract unless the provision or receipt of such benefit is in compliance with such legislation and codes.

GC31. No Bribe

The Contractor declares that no bribe, gift, benefit, or other inducement has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such a person, with a view to influencing the entering into the Contract or the administration of the Contract.

GC32. Errors

Notwithstanding any other provision contained in this Contract, no amount shall be paid to the Contractor based on the cost of Work incurred to remedy errors or omissions for which the Contractor or his servants, agents or subcontractors are responsible, and such errors or omissions shall be remedied at the Contractor's cost, or, at the option of Canada, the Contract may be terminated and in that event the Contractor shall receive payment only as determined under section GC10.

GC33. Performance

The failure of Canada to require performance by the Contractor of any provision of this Contract shall not affect the right of Canada thereafter to enforce such provision, nor shall the waiver by Canada of any breach of any term of the Contract be taken or held to be a waiver of any further breach of the same or any other term or condition.

GC34. Gender

Whenever the singular or masculine is used throughout this Contract, it shall be construed as including the plural, feminine, or both whenever the context and/or the parties hereto so require.

GC35. Survival

All the Parties' obligations of confidentiality, representations and warranties set out in the Contract as well as any other the provisions, which by the nature of the rights or obligations might reasonably be expected to survive, will survive the expiry or termination of the Contract.

GC36. Severability

If any provision of the Contract is declared by a court of competent jurisdiction to be invalid, illegal or unenforceable, that provision will be removed from the Contract without affecting any other provision of the Contract.

GC37. Contingency Fees

testamentaires, administrateurs, successeurs et ayants droit, qui sont tous par ailleurs liés par ses dispositions, selon le cas.

CG30. Conflits d'intérêts et Code de valeurs et d'éthique de la fonction publique

L'entrepreneur reconnaît que les personnes qui sont assujetties aux dispositions de la *Loi sur les conflits d'intérêts*, 2006, ch. 9, art. 2, du *Code régissant les conflits d'intérêts des députés*, de tout code de valeurs et d'éthique fédéral applicable ou de toute politique fédérale applicable régissant les conflits d'intérêts et l'après-mandat ne peuvent tirer aucun avantage direct du marché d'acquisition, à moins que les conditions d'octroi et de réception de ces avantages soient conformes aux dispositions des lois et codes susmentionnés.

CG31. Pots-de-vin

L'entrepreneur déclare qu'aucun pot-de-vin, cadeau, bénéfice ou autre avantage n'a été ni ne sera payé, donné, promis ou offert, directement ou indirectement, à un représentant ou à un employé du Canada ni à un membre de sa famille, en vue d'exercer une influence sur l'attribution ou la gestion du marché d'acquisition.

CG32. Erreurs

Nonobstant toute disposition contraire du marché d'acquisition, rien n'est à payer à l'entrepreneur pour le coût des travaux qu'il effectue afin de corriger des erreurs ou des omissions dont lui-même, ses préposés, ses mandataires ou ses sous-traitants sont responsables, et que ces erreurs ou omissions seront corrigées aux frais de l'entrepreneur, ou, au choix du Canada, que le marché d'acquisition pourra être résilié, auquel cas l'entrepreneur recevra le seul paiement déterminé en vertu de l'article CG10.

CG33. Exécution

L'omission par le Canada d'exiger que l'entrepreneur se conforme à une disposition quelconque du présent marché d'acquisition ne change rien au droit du Canada par la suite de faire respecter cette disposition et, lorsqu'il renonce à un droit en cas de dérogation à une condition du marché d'acquisition, il n'est pas présumé renoncer à un droit en cas de dérogation subséquente à cette condition ou à une autre.

CG34. Genre

Le singulier ou le masculin employé dans le présent marché d'acquisition comprend le pluriel, le féminin ou les deux, selon le contexte ou la volonté des parties.

CG35. Prorogation

Les obligations des parties concernant la confidentialité, les déclarations et les garanties prévues au marché d'acquisition ainsi que les autres dispositions du marché d'acquisition qu'il est raisonnable de présumer, en raison de la nature des obligations et des droits qui y sont prévus, qu'elles devraient demeurer en vigueur demeurent applicables malgré l'expiration ou la résiliation du marché d'acquisition.

CG36. Dissociabilité

La disposition du marché d'acquisition qui serait déclarée invalide, illégale ou non susceptible d'exécution par un tribunal compétent disparaît du marché d'acquisition, sans affecter aucune autre disposition du marché d'acquisition.

CG37. Honoraires conditionnels

The Contractor certifies that it has not, directly or indirectly, paid or agreed to pay and agrees that it will not, directly or indirectly, pay a contingency fee for the solicitation, negotiation or obtaining of the Contract to any person, other than an employee of the Contractor acting in the normal course of the employee's duties. In this section, "contingency fee" means any payment or other compensation that depends or is calculated based on a degree of success in soliciting, negotiating or obtaining the Contract and "person" includes any individual who is required to file a return with the registrar pursuant to section 5 of the Lobbying Act, 1985, c. 44 (4th Supplement).

GC38. Criminal Offense

The Contractor declares that the contractor has not been convicted of an offence, other than an offence for which a pardon has been granted, under section 121, 124 or 418 of the Criminal Code.

GC39. Public Disclosure

The Contractor consents, in the case of a contract that has a value in excess of \$10,000, to the public disclosure of basic information - other than information described in any of paragraphs 20(1)(a) to (d) of the *Access to Information Act* - relating to the contract.

GC40. Notice

Any notice under the Contract must be in writing and may be delivered by hand, courier, mail, facsimile or other electronic method that provides a paper record of the text of the notice. It must be sent to the Party for whom it is intended at the address stated in the Contract. Any notice will be effective on the day it is received at that address. Any notice to Canada must be delivered to the Minister.

GC41. Accuracy

The Contractor represents and warrants that the information submitted with its bid is accurate and complete. The Contractor acknowledges that the Minister has relied upon such information in entering into this Contract. This information may be verified in such manner as the Minister may reasonably require.

GC42. Entire Agreement

The Contract constitutes the entire agreement between the Parties relative to the subject procurement and supersedes all previous negotiations, communications and other agreements, whether written or oral, unless they are incorporated by reference in the Contract. There are no terms, covenants, representations, statements or conditions relative to the subject procurement binding on the Parties other than those contained in the Contract.

L'entrepreneur atteste qu'il n'a pas versé ni convenu de verser, directement ou indirectement, et convient de ne pas verser, directement ou indirectement, des honoraires conditionnels pour la sollicitation, la négociation ou l'obtention du marché d'acquisition à toute personne autre qu'un employé de l'entrepreneur agissant dans le cadre normal de ses fonctions. Dans le présent article, « honoraires conditionnels » signifie tout paiement ou autre forme de rémunération qui est subordonnée au degré de succès ou calculée en fonction du degré de succès obtenu dans la sollicitation, la négociation ou l'obtention du marché d'acquisition, et « personne » signifie tout particulier qui est tenu de fournir au registraire une déclaration en vertu de l'article 5 de la *Loi sur le lobbying*, 1985, ch. 44 (4^e suppl.).

GC38. Infraction au code criminel

L'entrepreneur déclare qu'il n'a pas été déclaré coupable de l'une des infractions visées aux articles 121, 124 et 418 du Code criminel, à l'exception, le cas échéant, des infractions pour lesquelles il a été réhabilité.

GC39. Communication Publique

L'entrepreneur consent à la communication des principaux éléments d'information concernant le marché d'acquisition si la valeur de celui-ci excède 10 000 \$, à l'exception des renseignements visés à l'un des alinéas 20(1)a) à d) de la *Loi sur l'accès à l'information*.

GC40. Avis

Tout avis prévu au marché d'acquisition doit être donné par écrit et peut être livré en main propre, par messenger, par courrier, par télécopieur ou par tout autre moyen électronique qui fournit un support papier du texte de l'avis. Il doit être envoyé à l'adresse de la partie qui en est le destinataire, selon le marché d'acquisition. L'avis prend effet le jour de sa réception à cette adresse. Tout avis destiné au Canada doit être livré au ministre.

GC41. Exactitude

L'entrepreneur affirme que les renseignements qui accompagnent sa soumission sont exacts et complets. L'entrepreneur reconnaît que le ministre s'est fondé sur ces renseignements pour conclure le marché d'acquisition. Ces renseignements peuvent être vérifiés de la manière que le ministre peut raisonnablement exiger.

GC42. Exhaustivité de l'entente

Le marché d'acquisition constitue l'intégralité de l'entente intervenue entre les parties relativement à l'acquisition dont il fait l'objet et remplace toutes négociations, communications ou autres ententes antérieures, écrites ou verbales, à moins qu'elles ne soient incorporées par renvoi au marché d'acquisition. Seuls les conditions, engagements, affirmations et déclarations concernant l'acquisition visée qui sont contenus dans le marché d'acquisition lient les parties.

APPENDIX “B”

STATEMENT OF WORK

Food & Hotel Asia (FHA) 2014, 2016, 2018

1.0 REQUIREMENTS

Agriculture & Agri-Food Canada (AAFC), is seeking proposals for Pavilion Design and Fabrication.

AAFC is organizing the Canada Pavilion at Food & Hotel Asia (FHA) 2014, which will be held at Singapore Expo (Singapore, Singapore) April 8-11, 2014. The Canada Pavilion will incorporate displays from a number of Canadian food companies.

FHA (biennial) is the premier trade show synonymous with the food and hospitality industry in Asia and beyond. FHA 2014 will feature an estimated 2,800 exhibitors from 70 countries/regions and an expected 45,000 trade visitors from over 90 countries/regions.

In order to ensure the prosperity of the sector, the Canadian agri-business community needs to successfully compete and adapt to the changing needs of domestic and international markets. AAFC's Canada Pavilion program provides Canadian food exporters with the opportunity to enhance the exposure of their products against international competition by differentiating their products through the use of branding tools and attributes. The Canadian presence at international trade shows, through the Canada Pavilion program, should highlight the following key attributes: innovation, quality, and nature/environment.

Bids must include the following:

Executive Summary: A brief overview of the proposed plan, expectations, and understanding of the project.

Design Concept: A distinctly Canadian design layout that stands out from other countries/competitors at the Show, while promoting the Canada Brand attributes that include innovation, quality and nature/environment. The design concept must address the event's target audience, be functional, be attractive that showcases Canadian Agriculture. The design and layout of the pavilion should be flexible to accommodate changes requested from year to year.

Project Management for Services: Provide a detailed description of the approach, timelines, milestones and resources for each service.

Contingency Plan: Describe any major challenges, constraints or unexpected situations and/or major difficulties that may arise during the course of the project. Propose solutions and approaches to address these.

Summary/Recommendation: Provide any additional information and/or recommendations that are essential to the project.

- 1.2 With the exception of certain basic site requirements that must be provided or ordered separately, the Contractor will provide a complete turnkey package that includes all goods and services to be detailed in the tender drawings and the specifications described herein (Statement of Work).
- 1.3 Any components and services not covered or mentioned herein, but obviously necessary to the completion of a fully operational exhibit are to be identified separately in the Contractor's Technical proposal and included in the Financial Proposal.
- 1.4 In the case of conflict or discrepancies between the Statement of Work and the referenced set of tender drawings provided, the specifications given in the Statement of Work shall prevail.

2.0 CONTRACT DURATION

- 2.1 AAFC is currently soliciting proposals for FHA 2014 (April 8-11, 2014) only.
- 2.2 AAFC holds the option to extend the Contract to cover FHA 2016 and FHA 2018 as indicated in Option to Extend Contract.

3.0 OPTION TO EXTEND CONTRACT

- 3.1 The contractor grants to the Crown an irrevocable right to extend this contract and engage the Contractor's services to cover FHA 2016 and FHA 2018 under the same terms and conditions as those set out herein. Canada may exercise this option at any time by sending a notice to the contractor. This notice shall include the work requirements at that time, location of event and space allocation.
- 3.2 The maximum expenditure for the option periods, FHA 2016 and FHA 2018 shall not exceed **\$80,000.00** CAD all deliverables Freight On Board (FOB) job site, and inclusive of any Customs duty, all applicable taxes, associated cost for travel and out of pocket expenses. This limitation may be increased at the discretion of AAFC if it is determined that additional funds are available and AAFC wishes to make enhancements to the Statement of Work. AAFC reserves the right to enter into negotiations with the successful Proposer to amend the Contract to provide for these changes.
- 3.3 Prior to exercising the option, the Contracting Authority will provide the Contractor with the work requirements and related items herein, location of the event and space allocation. Upon receipt of this information, the Contractor shall provide to the Contracting Authority, within five (5) calendar days, a financial proposal. The Firm Lot Price **MUST** be in Canadian Currency, all deliverables FOB job site, and inclusive of any customs duty, all applicable taxes, associated cost for travel and out of pocket expenses. Upon receipt of the financial proposal, Canada will determine, at its sole discretion, whether to exercise the option period.

- 3.4 The option may only be exercised by the Contracting Authority, and will be evidenced for administration purposes only, through a written Contract amendment.

4.0 CHANGES

- 4.1 Except as noted hereunder or unless otherwise specifically provided in the Contract, the specifications for this requirement and the conditions under which supply is to be made or services rendered shall not be modified, changed, altered or amended (including increases or decreases in the Statement of Work and/or Firm Lot Price) by anyone, without written instructions from the Contracting Authority.
- 4.2 Last-minute design changes may be authorized by the Project Authority by signing immediately a separate order form issued by the on-site supervisor. The on-site supervisor will provide a copy of the signed order form to the Project Authority and to the Contracting Authority.
- 4.3 The Contractor shall not accept directly from the individual exhibit participants any orders for extra Work to be applied to the Contract. Such extras shall be invoiced directly to the individual exhibit participants requesting the work.
- 4.4 Failure to comply with the above instructions may result in a delay of payment to the Contractor.

5.0 SPECIFIC GOODS AND SERVICES PROVIDED BY THE CONTRACTOR

The following goods and services shall be provided and performed by the Contractor as stated in the terms and conditions hereunder.

A complete list of required materials and services are outlined in the following sections:

5.1 EXHIBIT MANAGEMENT SERVICES

The Contractor shall assign a Project Manager to provide continuity for the duration of the Contract and to develop a team management philosophy and working arrangements with the Canadian exhibitors participating under our pavilion at this trade fair event, AAFC and the trade organizer. This Project Manager would be responsible for the following activities:

1. Attend meetings and/or teleconference calls with Project Coordinator(s) from AAFC and other organizations as required;
2. Provide detailed financial reports to the project authority;
3. Fulfill all the requirements from the Canadian exhibitors to their participation under the Pavilion;
4. Organize and pay for all needed site services as directed by the Project Authority;
5. Act as liaison with the fair authorities;
6. Prepare all travel arrangements and assume the cost of travel for their on-site team; and
7. Ensure the delivery of services by sub-contractors.

5.2 DESIGN

The Contractor will need to provide a design with suggested furnishings (including details and quantities) for a 252 square meter Canada Pavilion that is consistent in branding and will include the following key attributes of the Canada Brand:

- Innovation
- Quality
- Nature/Environment

The contractor is responsible to draft a complete set of design drawings incorporating all the requirements as detailed in the Statement of Work. The drawings must clearly reflect the theme as noted above. Design drawings should include (but are not limited to) the following elements:

- Provide a description of how the theme/attributes of the Canada Pavilion is being integrated into the design while addressing the needs of the Show's target audience.
- Provide a design concept and preliminary floor plan as per the space allocated and required furnishings.
- Design approach/philosophy.
- Provide detailed drawings as per the list of requirements by Show Authority including but not limited to maximum permissible stand height (including signs, towers and banners and service connections (hot and/or cold water, waste, electricity).

ITEM	DESCRIPTION
Pavilion design drawing/concepts	Provide design drawing concept(s) that meet AAFC attributes of high quality, innovation, nature/environment with a focus on the audience attending the Show. Approx. 252 sq m pavilion area.
Floor plan	Provide a preliminary floor plan for AAFC as per space allocated.
Canada Brand Graphics	Incorporate AAFC's standard brand graphics to suit proposed document.
Tender drawings	Provide detail tender drawings to submit to Show Authorities for pavilion approval that includes structure and materials. Drawings to include all site services as noted in sections 5.6.1, 5.6.2, and 5.6.3.
3D renderings	Provide 3D renderings of various available booth spaces (all zones) for participating exhibitors. Provide 3D renderings of the pavilion (all zones) which include a lounge, telecommunications area, meeting rooms and information booth.
Height, tower, banners, services	Provide the maximum permissible stand height (including signs, towers and banners and service connections (hot and/or cold water, waste, electricity).
Design consultation	Consult and liaise with Agriculture and Agri-Food Canada on any changes after the contract has been awarded for exhibitor booths, information booth and common areas.

Exhibitor booth space	Open/closed space for approx. 26 booths (6, 7.5, and 9 sqm = 204sqm that include: Front counter, 1 table and two chairs, 2 shelves, electrical outlet, garbage pale, and signage. Approx. 204 sq m.
Information booth space	Custom built front counter, map of Canada, built in storage, storage counter, electrical and two stools. Approx. 9sq m.
Common areas	Lounge, full service custom built bar, storage areas with shelving, business/communication area with hi speed wireless internet lines (network hub acceptable) including routers, printer, 2 computers (with LCD monitors, mouse, keyboard – see further details in Section 5.6.3), bar stools, water cooler, electrical, water supply, sink, fridges, coffee machine, other rental equipment, daily supplies, Canada branded panel graphics, custom build wall counters, tables, and chairs. Details and quantities are provided in Sections 5.8 and 5.9. Approx. 39 sq m.
Flooring	Red or mixed carpeting throughout with underpadding or raised floor with carpeting.

5.3 SYSTEM AND EXHIBIT STRUCTURE & GRAPHICS

The Contractor shall design and provide on a rental basis, install and later remove an exhibit structure in accordance with Show regulations.

It is mandatory that the system/structure be suitable to accommodate the Canada Brand graphic components as follows:

- Canada Ribbon
- Landscape scenes
- Canada + Leaf
- Tag line

The Contractor shall provide, mount, install, apply and subsequently remove, dismantle all graphic materials/components in accordance with the design drawings and ensure illumination where required.

The Contractor shall provide all materials i.e. Velcro, etc. required for mounting of graphic panels and/or lightweight display items to facilitate Canadian exhibitor set-up.

The Contractor shall assume all costs and responsibility for the reclaiming and restoration of all panels and surface finishes upon completion of the work/Show.

The Contractor will be responsible for the structural strength and rigidity of the pavilion. Any items such as columns, ceiling grid, braces that are necessary to the aspects of strength and rigidity for the system being offered must be included in the Financial proposal and shall not be considered as extras to the Contract.

If infill panels are used, they must be of a uniform material base and of a uniform colour and any fabricated items such as shelving, counters, bar units may be formed from and/or integrated into the actual structural configuration. All doors,

counters, fridges, and showcases within the core area of the Pavilion must be lockable with five (5) master keys, every lock in the exhibitor booths space must be unique and have three (3) sets of identifiable keys with five (5) master keys.

5.4 FABRICATION, ERECTION, INSTALLATION, DISMANTLE AND CLEANING

- 5.4.1 The Contractor shall supply on a rental basis, install, position, clean and later remove all furniture, furnishings, appliances, electrical, lighting, electronics/audio visual, graphics, exhibitory components and accessories.

The Contractor is to supply, and have available on location, additional items (approximately 10% extra) where indicated by an * (refer to item 5.9 – Furniture Rental). This would assure a consistency of look and price and avoid overcharges on last minute requests. To be invoiced to AAFC if required and used.

Any damaged equipment or furnishings shall be ***replaced immediately*** with the same item or better.

The type, brand and colour of all approved items are required. Substitutions will not be accepted without AAFC approval. Any item replaced at the last minute will be deemed free of charge and the entire amount of items replaced will be deducted from the contract.

The Contractor shall assume all costs and responsibility for the reclaiming and restoration of all panels and surface finishes upon completion of the work/Show in case AAFC exercises the option to renew the contract for FHA 2016 and FHA 2018.

Elements to be included in the Firm Lot Price must include coordination and supervision (during fabrication, erection, installation, dismantling & cleaning), communication with trade show authorities, obtaining official design approvals, managing security and fire inspections, ordering and paying for technical services such as electricity, water, internet, cleaning and onsite assistance with electrician, IT specialist, waste removal, assisting exhibitors, etc.

The Pavilion areas will be available for the commencement of Work and dismantling and removal in accordance with the timetable established by the Fair Authorities. The date for erection and installation is April 4, 2014. Dismantling of the stands and all exhibits must commence after the end of the event on April 11, 2014 and must be completed by midnight on April 11, 2014. Working hours for delivery of exhibits and installation of exhibition facilities shall be in accordance with the rules and regulations of the Show Authority. If an extension becomes necessary, the Contractor must apply for permission to the hall office of the Show Authority as per Show regulations. Costs for special permits must be included in the Firm Lot Price. The Contractor shall provide and deliver a completely operational exhibit pavilion to the satisfaction of the Project Authority in accordance with the standards detailed in the written specifications herein.

5.4.2 **The term "completely operational" implies:**

- The Contractor shall provide on a rental basis, install and later remove an exhibit structure in accordance with the approved plans and elevations;
- Initial cleaning of all components, Pavilion areas, etc. are completed prior to the Show opening;
- All touch-ups, re-touching and final fittings are terminated;
- Core and demo areas/lounge/offices/meeting rooms and participants' booth areas are neat and orderly;
- All furniture, floor coverings, supplies and exhibit participants products are neatly arranged and in their proper places;
- All equipment/appliances are fully-operational and in place; and
- All graphics, panels, etc. are installed as detailed in the tender drawings.

5.4.3 All electrical circuits and equipments shall be fully operational a minimum of 24 hours prior to the official opening of the Show.

5.4.4 **Dismantling and Clearing of Site**

Personnel must be available for takedown in accordance with the timetable established by the Fair Authorities.

Upon completion of the Show, the entire areas of the Pavilion shall be completely cleared and left in a tidy, clean condition in accordance with the timetable and regulations established by the Fair Authorities. The dismantling of government materials is priority and must begin as soon as the Show ends. The Pavilion builder is responsible to obtain all empties in a timely manner to begin takedown.

5.5 **FLOOR COVERING**

The Contractor shall supply on a rental basis, install and later remove all flooring to fit up to 252sq m. Multiple colours can be used for the carpet but red carpet colour should be Canada Red PMS 185. Carpet underpadding must be a minimum of 1/2" thickness. The Contractor shall be responsible for all cuffing and fitting required. The carpet edge, (Aluminum extrusion, or light grey plastic). Carpet edge should be 100 meters or more to cover all areas. All carpet and underpadding must be **new in appearance** and **show no signs of previous use**. Samples of all flooring must accompany bid proposal. Texture, colour and overall quality must be according to approved samples. Carpet and underpadding must meet all fire codes.

All floor coverings shall be covered with a protective vinyl or polyethylene film during installation.

5.6 **SITE SERVICES**

5.6.1 **LIGHTING AND ELECTRICAL**

The Contractor shall supply on a rental basis (unless otherwise specified), install (be operational 48 hours prior to the opening of the Show) and later remove the specific electrical supplies and services noted hereunder and as detailed in the tender design drawings provided:

- All electrical hook-ups to the main service;
- All necessary entry and fuse panels of sufficient amperage to provide all necessary lighting to the Pavilion and provide the specified number of electrical

- outlets. There should be one electrical outlet in each booth;
- All wiring, power points, switches, lighting and fixtures required in the Pavilion/core and demo areas/lounge/meeting rooms including all necessary bulbs and an adequate supply of spares;
 - Any special lighting, (e.g. spotlights, or theatrical lights) fixtures and/or outlets subsequently identified by the Project Authority;
 - Connection of all lighting, appliances, equipment, showcases, electrically-operated exhibitor products/equipment, etc. as required and in compliance with the local regulations;
 - Apply the necessary plugs or connectors to the wiring forming part of the exhibit elements;
 - Ensure all equipment, hook-ups etc. shall be fully generated and operational a minimum of **48 hours prior to the official opening of the Show or earlier if required**;
 - The entire structure shall be grounded;
 - No wiring should be visible; all wiring is to be hidden and not showing (showcases, counters, display counters, etc.); and
 - Electrical work must be carried out by electricians qualified in accordance with Singapore Law on electrical Technicians. **The electrical contractor is required to remain on site at all times during the Show in case of accidents and maintenance.** All electrical equipment must comply with show authority and local regulations and standards. All other electrical regulations must be strictly adhered to.

NOTE: The Contractor is to supply, and have available on location, additional items (approximately 10% extra). Bid should be based on 100kW.

5.6.2 **PLUMBING/WATER**

The Contractor shall supply on a rental basis, install (be operational 48 hours prior to the official opening of the Show) and later remove all specific plumbing equipment, supplies and services (ordering of hot and cold water service and waste lines) in accordance with the approved final design. Bid should be based on 1 sink, water heaters and drains.

NOTE (5.6.1 and 5.6.2):

The Contractor is responsible for ordering all the necessary electricity, plumbing, water and waste services from Show Authorities (hot and cold water lines and waste connections for sinks to the main water hookups) by the Show deadlines. It is also the responsibility of the Contractor to ensure that all connections and services have been installed and hooked up to the main services.

The Contractor is responsible for ensuring all power related equipment, plumbing and water services are working during the Show period. All costs associated with consumption fees with the connection of electricity, plumbing, and water are to be included in the Firm Lot Price. No additional costs shall be levied for any usage.

5.6.3 **INTERNET SERVICES**

The Contractor shall supply on a rental basis, install (be operational 48 hours prior to the opening of the event) and later remove all such service and equipment. Contractor is responsible to supply all Hi-speed internet connections to the systems and ensure stability of all telecommunications and IT equipment at all times during the Show. All costs are to be included in the firm lot bid. The printer should be a black and white laser with a full toner cartridge, in new or like new condition and be networked to all the computers. The contractor is responsible to supply and replace the toner as necessary.

Additional details regarding IT requirements are as follows:

1. Hi-speed wireless (network hub acceptable) including 2-3 routers dedicated for AAFC staff and exhibitors
2. Internet ready computers: two (2) computers with LCD monitors located at the Communication Centre
3. Printer – black and white laser – (networked to the PCs with wireless connection)

Additional details for computers located at Communication Centre:

- Mouse and keyboard with minimum 15-17" LCD flastscreen
- A minimum of 10 GB hard drive, 4GB memory, CD ROM, sound and graphic card, ISDN card, MS Internet Explorer, MS Windows 7 or better, MS Office Professional, speakers, Adobe reader All O/S and software to be English default

5.6.4 **CLEANING AND WASTE DISPOSAL**

The Contractor shall provide daily cleaning and the disposal of all waste as many times as required throughout the Show of all pavilion areas for the duration of the Show as well as during the fabrication, erection, dismantle and management of the pavilion. All costs should be included in the Firm Lot Price.

Upon completion of the Show, the clearing of the site shall be to the satisfaction of the fair management/organizing authorities, hereinafter referred to as the Fair Authorities.

5.6.5 **PHOTOGRAPHS**

The Contractor shall arrange for two (2) sets of ten (10) quality photos of the pavilion after the installation is completed at no extra cost to the Firm Lot Price. The photos must illustrate the graphic details and fabricaton elements from a variety of angles. Photos are to be supplied on CD. These should be provided at no additonal cost.

5.7 **PERSONNEL ON SITE**

5.7.1 **SITE SUPERVISOR**

The Contractor shall ensure that the site installation crew is under the direction of a competent, experienced Site Supervisor who is fluent in **French and English**, available at the site to consult with the AAFC on-site representative from the time of arrival of said officer to the Show opening, during the Show and during

dismantling and re-packing. It is understood and agreed that such consultations are considered as being part of the services contracted for and as such, shall not be interpreted as interruptions or hindrances to the progress of the work.

The Contractor shall ensure that, for consistency purposes, the same Site Supervisor be assigned to execute the installation and dismantling process at the Show. The contractor will take all reasonable measures to ensure that the proposed Site Supervisor is available for the duration of the contract.

The Site Supervisor must be able to provide the Project Authority with cost estimates on any proposed site changes in accordance with the schedule of costing provided in the submission.

The Site Supervisor must be present on-site prior to opening and at closing each day and must be available on call throughout the duration of the Show.

Sufficient personnel shall be present on site until one hour after official Show opening to attend to any individual needs or unforeseen requirements of AAFC and/or exhibit participants.

Contractors working at the Show site must wear "Contractor Badges" at all times when working. The Contractor is responsible for obtaining contractor badges as required.

All personnel on site shall be duly qualified and accredited members of such organizations, associations and labour movements as may be lawfully required by contracts or agreements governing the Show and shall carry the necessary credentials identifying such memberships on their persons.

The on-site presence of the Contractor's firm and personnel shall in no way interfere with or hinder the progress of operations of other exhibitors, companies or workers in adjacent pavilions, areas or other parts of the subject Show grounds.

5.7.2 **SECURITY**

General security will be provided by the Organiser.

5.7.3 **HOSTS(ESSES)**

Two (2) hosts(esses) will be required for the duration of the Show (or as specified). The source must be bilingual (English and French) and be available for each day of the Show from 09:30 to 18:30 (April 8, 2014); 09:30 to 20:00 (April 9, 2014 - date to be confirmed – for an on-site reception); 09:30 to 18:30 (April 10, 2014); and 09:30 to 17:00 (April 11, 2014). As well, hosts(esses) should be at the Show (Canada Pavilion – Hall 6, 6E1-02) on April 7, 2014 from 13:00 to 17:00 for training and stocking.

The hosts(esses) are there to provide services to Canadian guests and exhibitors in the lounge. Tasks will include: stocking fridges, serving beverages, stocking

brochures, managing and supplying refreshments (including coffee), ordering supplies daily, replenishing ice cubes if applicable, cleaning lounge and meeting rooms, etc.

One (1) host(ess) will be required to occupy a reception counter to monitor and verify lounge passes of guests entering the lounge.

The Contractor will be responsible for signing in hosts(esses) in the morning and signing them out in the evening and for paying for the final invoice.

Failure to comply with the above instructions may result in a delay/reduction of payment to the Contractor.

5.7.4 CLEANING STAFF

The Contractor is responsible for providing cleaning staff as many times as required throughout the day in the pavilion for the duration of the Show. The Contractor shall arrange and be responsible for the DISPOSAL OF ALL WASTE throughout the Show; during the installation, fabrication, and dismantling of the pavilion. Upon completion of the Show, the clearing of the site shall be to the satisfaction of the Fair Authorities.

5.7.5 ELECTRICAL STAFF

The Electrical Contractor is required to remain on site at all times during the Show for maintenance purposes and in case of accidents.

5.8 LOUNGE SUPPLIES

The Contractor will provide the hosts(esses) with refreshment supplies, on an on-going basis, for the duration of the Show as follows:

Item	Description	Quantity
Water cooler dispenser		2
Water dispenser bottles	Bottle: 18.9 litres Paper cups to suit dispenser holder (cup qty: 1500)	15
Plastic wine glasses	Distribute 150 per day x 3 days	450
Plastic beer glasses (standard 8 oz.)	Distribute 250 per day x 3 days	750
Generic plastic glasses for cola, juice etc.	Distribute 500 per day x 3 days	1500
Coffee	250g bags x 12 (Regular)	12
Coffee filters	To suit coffee makers	12
Tea bags		200
Disposable paper coffee cups	8-10 oz., distribute approx. 250 per day x 3 days	750
Disposable bowls	1000 ml (plastic)	25
Sugar, sweetener, cream, milk	Sugar & sweetener in individual packets	As required
Small paper plates	Distribute 50 per day x 3 days (white,	150

	red)	
Plastic utensils	Even mix of knives, forks and spoons = 50 of each utensil	150
Stir sticks	To suit coffee distribution (wood)	750
Orange and fruit juices	Distribute approx. 20 litres per day x 3 days	60L
Cola, Sprite, and Cola Light	Distribute approx. 30 litres per day x 3 days	90L
Daily snacks	Pretzels, chips, peanuts – 5 bags each x 3 days	45
Cleaning supplies	Dish cloths, dish towels, soap, paper towels, glass cleaner	As required
Fire extinguisher (wall mounted)	Final quantity to suite rules & regs – Placement to be confirmed	2

5.9 FURNITURE RENTAL

The Contractor will provide an image of their recommended furnishings for the items listed below (based on 26 exhibitors):

Location	Item	Quantity	
Exhibitor Booths	Meeting table – 1 per booth*	26	
	Meeting chairs – 2 per booth*	52	
	Lockable front counter w/storage – 1 per booth*	26	
	Bistro stool - 1 per booth*	26	
	Fascia sign with company name – 1 per booth 2 on corner*	34	
	Small waste disposal bin *	26	
	Garbage bags for disposal bin*	As required	
	Shelves – 2 per booth	52	
	Electrical outlet – 1 per booth	26	
	Spot lights – 2 per booth*	52	
	Information Booth	Spot lights – 4	4
Map of Canada		1	
Electrical outlet		1	
Built-in storage unit (3 metres)		1	
Custom built front counter		1	
Brochure/Literature racks		2	
Hooks for bags*		2	
Bistro Stools*		2	
Small waste Disposal bin*		1	
Communication Area	Custom built wall counter	1	
	Printer – laser with toner and paper supply	1	
	Computers with LCD monitor	2	
	Keyboard, screen, mouse, etc. – See 5.6.3)	2	

	Hi-speed Internet lines	2
	Small waste Disposal bin*	1
Lounge Area	Custom built wall counters	As required
	Tables*	6
	Chairs*	18
	Graphic Images	2
	Large waste disposal bins*	2
	Exhibitor Map	1
Service Bar	Custom built bar with storage	1
	Custom built bar prep area with storage	1
	Upright display chiller with lock (LOWE G6 Double Sliding Glass Door)	1
	Electric kettle	1
	Coffee maker	2
	Mini bar fridge (LOWE H1)	1
	Sink and water heater	1
	Large waste disposal bin	2
Service Bar Storage Area	Storage system and shelving units*	6

The Contractor is to supply, and have available on location, additional items (approximately 10% extra) where indicated by an *. Any damaged equipment or furnishings shall be replaced immediately with the same item or better.

6.0 TERMS & CONDITIONS

6.1 COMPLIANCE WITH LOCAL REGULATIONS

The Contractor shall ensure that all goods and services provided and performed, whether supplied directly or indirectly by the Contractor or by AAFC, are in accordance with the requirements, stipulation and standards of the Fair Authorities, and in particular shall ensure compliance with all local laws, labour practices, fire prevention and safety edicts, etc.

6.2 INSURANCE PROVISIONS AND LIABILITY

The Contractor shall be held responsible for insuring all of his property (goods, materials, components, etc., leased or otherwise) contained within the exhibit against the hazards of fire, theft, damage or any other form of loss for the duration of the Contract period (i.e. from time of acceptance through to completion of the Contract), and shall save AAFC harmless from and against all claims other than those for which AAFC may be responsible under the terms of agreement with the Fair Authorities.

The Contractor shall ensure the structural integrity and safety of the entire structure. The Contractor shall be liable for any injury to persons or damage to

property during erection, dismantling or throughout the duration of the exhibition resulting from the use of inferior/inadequate materials, negligence or of improper structural methods.

6.3 **CONTRACTOR'S REPRESENTATION**

The Contractor represents and warrants that its obligations to perform and provide the work specified herein shall not interfere or otherwise conflict with any other organization's obligations or rights which may exist or come into existence in relation to the Show.

6.4 **LIAISON - CLARIFICATION OF SITE CONDITIONS, RESTRICTIONS**

The Contractor shall consult with the Fair Authorities prior to the Show, in order to confirm all details such as floor condition, location of service utilities entrance points, access to the site on move-in / move-out dates, etc. and to ensure understanding and acceptance of their terms, conditions and regulations governing the Show.

The Contractor shall liaise with the Fair Authorities regarding the terms of any of their agreements with other firms or organizations, to ensure that any part of the responsibilities described herein (e.g. electrical) will not conflict with or infringe upon any legal franchise, privilege or responsibility assigned to another party and, if necessary, shall subcontract such services to the duly authorized organization appointed by the Fair Authorities.

The Contractor shall liaise with the official contractors appointed by the Fair Authorities for the provision of utilities (electrical power, telephone/fax, etc. as applicable) to ensure effective scheduling of all installations and to ensure there are no intrusions into their mandates or problems with the availability of such services. The Contractor will confirm Fair Authority deadlines and ensure service orders are placed on a timely basis, especially where discounts for early orders are applicable.

The Contractor shall be responsible for necessary registration of his/her on site staff under his/her corporate name. In the event that the Fair Authorities do not provide badging for the Contractor's personnel to enter the Show during regular Show hours, the Contractor **shall notify the Project Authority in advance of the Show** to resolve this situation. In the event that any cost is incurred for such badges, this cost shall be the responsibility of the Contractor.

6.5 **MATERIAL HANDLING**

The Contractor shall provide for all transportation, brokerage, customs clearance and on-site handling (drayage) required for all property (goods, materials, components, etc.) owned or in any way supplied by the Contractor, and all related charges have been included in the Firm Lot Price.

The Contractor must coordinate with freight forwarder and ensure that all Contractor / Government / Participant goods are delivered to the Pavilion area and correctly positioned at the first drop (literature). Any recall of the lifting crew to reposition any goods incorrectly placed due to a shortfall in supervision shall be at the Contractor's expense. The Contractor shall not be responsible for

expenses incurred for incorrectly placed goods initiated by the individual exhibit participants.

6.6 QUALITY REQUIREMENTS

6.6.1 **MATERIALS, COMPONENTS AND RENTALS** supplied by the Contractor, new and used, shall be of good quality, new in appearance, and with no defects. Preference will be given to the bid that offers the best quality. Any damage to materials, components and rentals shall be replaced immediately with the same item or better.

6.6.2 QUALITY REQUIREMENTS

If **PANELS** are used, they must be cleaned and free of stains, scratches, dents or blemishes of any kind; all fabric surfaces must be cleaned and brushed; any painted surfaces must be coated with a paint that will not flake, peel or scale; and the surfaces must withstand the application/removal of pressure sensitive tape and press-on adhesive graphic materials without any lifting or scaling of the surface coating.

6.6.3 **INSPECTION / QUALITY CONTROL AUTHORITY** for any ensuing Contract shall be the responsibility of the Project Authority or designated representative. The Contractor shall not unreasonably deny access to on-site inspections during production and/or installation / dismantling phases. Any Work failing to meet the standards, specifications shall not be accepted.

6.6.4 PRODUCT ACCEPTANCE

Upon completion of the installation, the Project Authority or designated representative shall conduct a thorough inspection of the Pavilion in the company of the Contractor's Site Supervisor. Any errors, omissions, shortcomings shall be pointed out and the Site Supervisor shall make the necessary and final corrections or adjustments.

APPENDIX “C”

BASIS OF PAYMENT

The contractor will be paid in accordance with each of the 3 elements specified below, pursuant to the terms and conditions of the Contract. All deliverables are F.O.B. Singapore, Singapore, inclusive of any Customs duty, applicable taxes, associated cost for travel and out of pocket expenses.

1. **Mandatory/Essential Items**

The Contractor will be paid the Firm Lot Price of \$ (*value to be inserted at time of contract award*) in two lump sums (one sum for design, one sum for fabrication) for the requirements specified in Appendix G and in accordance with the terms and conditions of the Contract.

2. **Optional Items & Requirements / Contingency Funding:**

AAFC may allocate additional funding, up to a maximum of \$ (*value to be inserted at time of contract award*) to the proposed Firm Lot Price. The purpose of the fund is to provide during the course of the Contract the items listed as “Optional” as per the table below, any other items required for the Pavilion, as well as contingency funds for any unforeseen requirements. AAFC is not bound to order any of the items labelled “Optional” or any other items not listed and the selected Contractor shall not act upon any requests under the resulting Contract which would cause the maximum expenditure to be exceeded.

Table “Optional Items” from Appendix H to be inserted at time of contract award

3. **Additional requirements**

In the event labour is required to conduct Work not in the above-mentioned components and not included in the Firm Lot Price, but ordered by the Project Authority as an authorized extra and confirmed by a Contract amendment issued by the Contracting Authority, then the following labour rates will apply.

Table “Additional Requirements” from Appendix H to be completed and inserted at time of contract award.

APPENDIX D

EVALUATION PROCEDURES & CRITERIA

TECHNICAL PROPOSAL

It is essential that the elements contained in the Proposal be stated in a clear manner and in sufficient depth to allow for evaluation by the evaluation team. Please also refer to the instructions in Part 2, Section 4.0 of the main text of this document.

1.0 METHOD OF SELECTION – HIGHEST COMBINED SCORE OF TECHNICAL MERIT AND PRICE

- 1.1 The evaluation process is designed to identify the most qualified contractor to provide services as stipulated in the Statement of Work (Appendix B).
- 1.2 This section comprises the detailed Proposal requirements that will be used to evaluate Proposers' responses to the Request for Proposal (RFP).
- 1.3 The mandatory requirements under section 2.0 will be evaluated on a compliant/non-compliant basis. The Proposals must include the necessary documentation to demonstrate this compliance.

Proposers must indicate whether they comply with the mandatory requirements below (section 2.0) and indicate the location (page, paragraph number, etc.) of the information provided in the Technical Proposal to support the requirements.

- 1.4 The selection of the responsive Proposal will be made on the basis of the **HIGHEST COMBINED SCORE** for both the design and technical proposals. Highest combined score will be determined by adding the design and technical points obtained.

The Proposers' Design and Technical proposals will be scored separately. An Overall Proposal Score will be determined by combining a Proposer's Design Proposal Score and Technical Proposal Score in accordance with the following weights:

Design Proposal	=	50%
Technical Proposal	=	40%
Financial Proposal	=	10%
Overall Proposal	=	100%

To be considered Compliant, a Proposal Must:

- 1- Meet all the mandatory requirements specified in section 2.0 below;
- 2- Achieve a **minimum score of 70% or higher on each specific rated criterion** as set out in section 3.0 below to be considered compliant.
- 3- The responsive Proposal which receives the highest score of the combined points for the **Design Proposal** rated requirements (**50%**), **Technical Proposal** rated

requirements (40%), and **Financial** rated requirements (10%) will be selected as the successful Proposal.

$$\text{Design Score} \times \text{Ratio (50)} + \text{Technical Score} \times \text{Ratio (40)} + \text{Financial Score} \times \text{Ratio (10)} = \text{Combined Score}$$

- 1.5 Failure of a Proposal to provide information in sufficient detail and depth to permit evaluation against the identified criteria may render a Proposal non-compliant. **All Proposers are advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not be considered to be “demonstrated” for the purpose of the evaluation. All professional experience must be fully demonstrated in the Proposal (i.e., dates, number of years and months of experience).**
- 1.6 The Proposers acknowledge and agree that Canada is not responsible to search for, and therefore evaluate, information that is not properly referenced or is not otherwise provided in accordance with the Proposal Preparation Instructions in Part 2, Article 3.0.
- 1.7 Proposers shall not place any conditions or make any assumptions that attempt to limit or otherwise modify the scope of Work pursuant to the Statement of Work (Appendix B).

2.0 MANDATORY REQUIREMENTS

Criteria	Mandatory Evaluation Criteria	Page No.
M.1	<i>Contractor <u>Design</u> Experience</i>	
	<p>The Proposer must demonstrate that it has a minimum of five (5) years experience from within the last 10 years in the design field.</p> <p>The firm must therefore provide three (3) examples from within the last five (5) years of its completed exhibits of a similar size and scope to this requirement. Each example must include:</p> <ul style="list-style-type: none"> - A description of the project; - Dollar value of the design; and - References with contact name, current telephone number and/or current email address. The evaluation team may contact references to verify claims made by the Proposer. 	
M.2	<i>Contractor <u>Status</u> Experience</i>	
	<p>The Proposer must demonstrate that it has a minimum of five (5) years experience from within the last 10 years in the exhibit fabrication and shop fitting field, as well as project management skills and experience to handle logistics and related services. The firm must submit proof of experience (letters, recommendations, references) in completing projects of a similar size and scope. The firm must therefore provide three (3) examples from within the last five (5) years of its completed exhibits of a similar size and scope to this requirement. Each example must include:</p>	

	<ul style="list-style-type: none"> - A description of the project; - Dollar value of the fabrication and installation work; and - References with contact name, current telephone number and/or current email address. Note: The evaluation team may contact references to verify claims made by the Proposer. <p>In addition, proposers must provide three (3) letters of reference from three (3) previous clients for which they provided services similar to those required in this RFP (excluding letters of reference from AAFC employees).</p>	
M.3	<i>Site Supervisor</i>	
	<p>Proposers must provide a resume of experience in the exhibit fabrication and shop fitting field relating directly to the proposed Site Supervisor.</p> <p>The proposed Site Supervisor must have three (3) years' experience, within the last five (5) years, in providing logistical services, project management, exhibit fabrications and experience as site supervisor on at least 3 projects that took place within the last three years.</p> <p>The site supervisor must be fluent in <u>English and French</u>.</p> <p>The Proposer must provide two (2) letters of reference including name, current telephone numbers and/or email addresses from two (2) different clients who oversaw the site supervisor for events of similar size and scope. Note, these letters are in addition to the reference letters provided on the contractor for section M1. The evaluation team may contact references to verify claims made by the Proposer.</p>	
M.4	<i>Submission of Financial Proposal</i>	
	<p>The Proposer must submit a financial proposal using the forms provided in Appendix 'G' and 'H'. The Proposer must complete all tables in Appendix G and Appendix H in their entirety, pricing to be provided for every item listed or added, or will be deemed non-compliant and will be given no further consideration.</p> <p>The type/brand/colour of the specified elements (Appendix G) are required. Substitutions will not be accepted for any of the items in Appendix G and H where AAFC has provided product codes.</p> <p>The Firm Lot Price in Appendix G must not exceed C\$80,000.00, inclusive of any Customs duty, all applicable taxes, and associated costs for travel, and out of pocket expenses for FHA 2014 only. Any bids exceeding the maximum value will be deemed non-compliant and given no further consideration.</p>	
M.5	<i>Certifications</i>	

	Proposers must sign and submit Certification Requirements (Appendix E) as separate documents.	
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3.0 TECHNICAL RATED REQUIREMENTS

Criteria	RATED REQUIREMENTS	Page No.	Max / Min Pointage
R.1	Design		Max 50 Pointage Min 35 Pointage
	<p>The Contractor will need to provide a design with suggested furnishings (including details and quantities) for a 252 square meter Canada Pavilion that is consistent in branding and will include the following key attributes of the Canada Brand:</p> <ul style="list-style-type: none"> - Innovation - Quality - Nature/Environment <p>The contractor is responsible to draft a complete set of design drawings incorporating all the requirements as detailed in the Statement of Work. The drawings must clearly reflect the theme as noted above. Design drawings should include (but are not limited to) the following elements:</p> <ul style="list-style-type: none"> - Provide a description of how the theme/attributes of the Canada Pavilion is being integrated into the design while addressing the needs of the Show's target audience. - Provide a design concept and preliminary floor plan as per the space allocated and required furnishings. - Design approach/philosophy. <p>Provide detailed drawings as per the list of requirements by Show Authority including but not limited to maximum permissible stand height (including signs, towers and banners and services connections (hot and/or cold water, waste, electricity).</p>		
R.2	Project Management		Max 30 Pointage

			Min 21 Pointage
	<p>Proposer demonstrates, without repeating or paraphrasing the contents of the Request for Proposal, its understanding of the project schedule requirements:</p> <ul style="list-style-type: none"> i. Timelines / Deadlines ii. Critical Path / Milestones iii. Appropriate level of services identified within the critical path 		
R.3	Personnel		Max 30 Pointage Min 21 Pointage
	<p>Demonstrates on-site supervisor's:</p> <ul style="list-style-type: none"> i. Past work experience with governments and experience with similar projects ii. Demonstrate on-site supervisor's qualifications and relevant work history iii. On-site supervisor's production team's (including sub-contractors's) overall experience iv. English language ability 		
R.4	References / Quality of Work: on site personnel and materials		Max 20 Pointage Min 14 Pointage
	<p>The Proposer's quality of past similar work (as specified under mandatory requirement M.1.), track record and reputation of completing projects on time and within budget (excluding letters of reference from AAFC employees).</p> <ul style="list-style-type: none"> i. Strength of communication and team player skills ii. Proposer's proven ability to provide quality project management services and overall quality of fixtures, lights and all materials proposed for this Show 		
TOTAL FOR RATED REQUIREMENTS			

APPENDIX E

CERTIFICATION REQUIREMENTS

The following certification requirements apply to this Request for Proposal (RFP) document. Proposers must include, with their proposal, a signed copy of this certification below.

A) ACCEPTANCE OF AGRICULTURE & AGRI-FOOD CANADA'S TERMS AND CONDITIONS

Proposers will accept Agriculture & Agri-Food Canada's terms and conditions.

The General Conditions in Appendix A and those set out in Part 3 of this RFP shall form part of the Resulting Contract

Name

Signature

Date

B) LEGAL ENTITY AND CORPORATE NAME (IDENTIFY CLEARLY WHETHER THE LEGAL ENTITY IS WITH THE UNIVERSITY/COLLEGE OR INDIVIDUAL)

Please certify that the Proposer is a legal entity, by indicating whether the Proposer is **i)** a sole proprietorship, partnership or corporate entity, **ii)** indicating the laws under which the partnership or corporate entity was registered or formed, **iii)** together with the registered or corporate name. Also identify **iv)** the country where the controlling interest/ownership (name if applicable) of your organization is located.

- i) _____
- ii) _____
- iii) _____
- iv) _____

Any resulting Contract may be executed under the following **i)** corporate full legal name and **ii)** at the following place of business (complete address) **iii)** telephone and fax number and email:

- i) _____
- ii) _____
- iii) _____

Name

Signature

Date

C) EDUCATION/EXPERIENCE CERTIFICATION

We certify that all statements made with regard to the education and the experience of individuals proposed for completing the subject Work are accurate and factual, and we are aware that the Minister reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared **non-responsive** or in other action which the Minister may consider appropriate.

Name

Signature

Date

D) PRICE/RATE CERTIFICATION

"We hereby certify that the price quoted have been computed in accordance with generally accepted accounting principles applicable to all like services rendered and sold by us, that such prices are not in excess of the lowest prices charged anyone else, including our most favoured customer for like quality and quantity so the services, does not include an element of profit on the sale in excess of that normally obtained by us on the sale of services of like quality and quantity, and does not include any provision for discounts or commissions to selling agents".

Name

Signature

Date

E) VALIDITY OF PROPOSAL

It is requested that proposals submitted in response to this Request for Proposal be:

valid in all aspects, including price, for not less than one hundred and twenty (120) days from the closing date of this RFP; and,

signed by an authorized representative of the Bidder in the space provided on the RFP; and,

provide the name and telephone number of a representative who may be contacted for clarification or other matters relating to the Bidder's proposal.

Name

Signature

Date

F) AVAILABILITY AND STATUS OF PERSONNEL

The Proposer certifies that, should it be authorized to provide services under any contract resulting from this RFP, the employees proposed in its proposal will be available to commence performance of the work within a reasonable time from contract award, or within the time specified herein.

If the Proposer has proposed any person in fulfilment of this requirement who is not an employee of the Proposer, the Proposer hereby certifies that it has written permission from such person to propose the services of such person in relation to the work to be performed in fulfilment of this requirement and to submit such person's résumé to the Contracting Authority.

During the proposal evaluation, the Proposer **MUST** upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all non-employees proposed. The Proposer agrees that failure to comply with such a request may lead to disqualification of the Proposer's proposal from further consideration.

Name

Signature

Date

G) PUBLIC ORGANIZATIONS, UNIVERSITIES, NON-PROFIT AND CHARITABLE ORGANIZATIONS

Public organizations, universities, non-profit and charitable organizations who wish to submit a proposal for this requirement, must provide the following certification:

"We hereby certify that we have established ourselves as competing with the private industry in the normal course of business and are not given unfair competitive advantage either through subsidization or through the absence of any liability to pay corporate taxes."

Name

Signature

Date

H) FORMER PUBLIC SERVANT – STATUS AND DISLCOSURE

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, 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

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes () No ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure report.

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.

Name

Signature

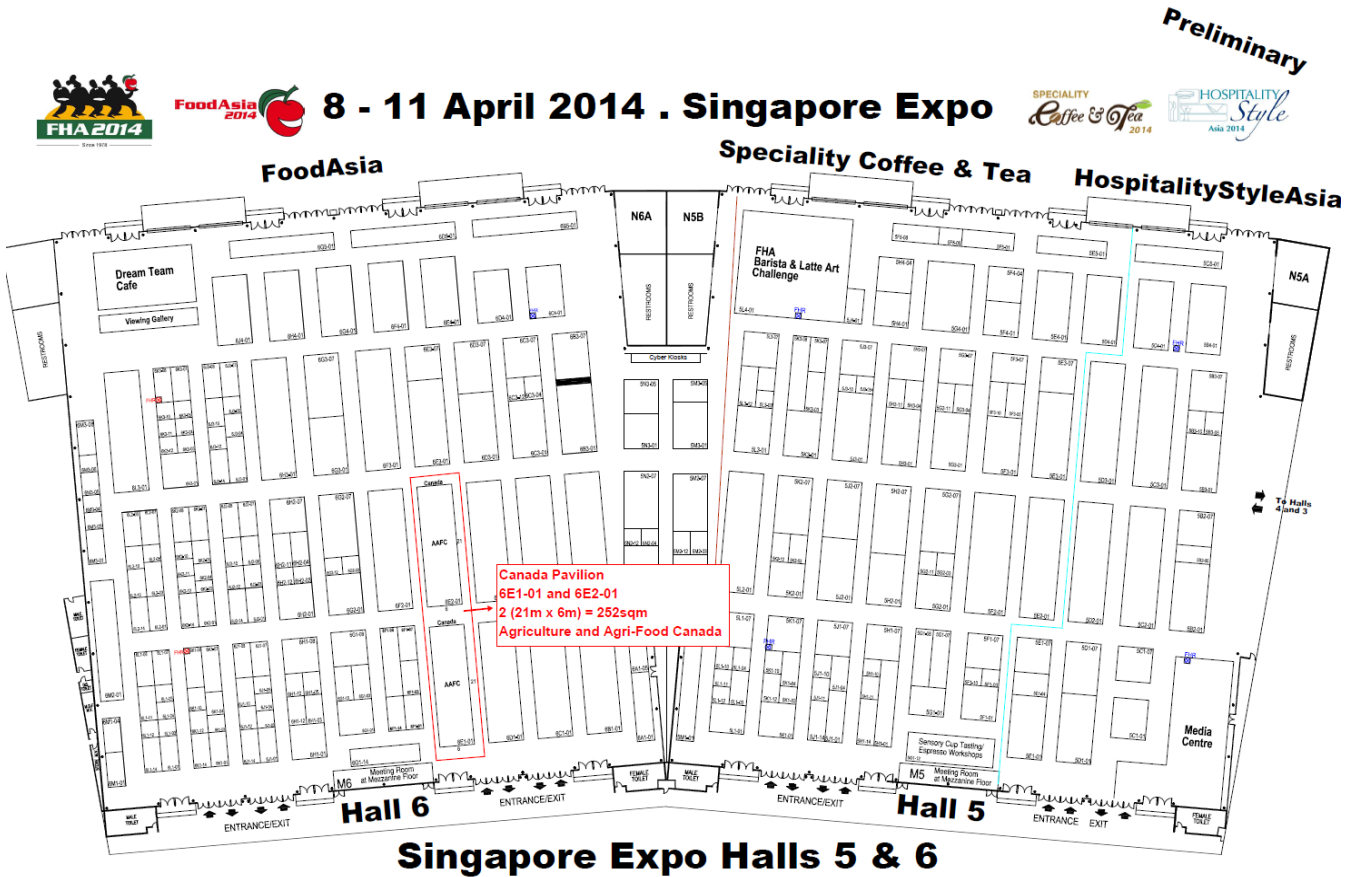
Date

APPENDIX F

CANADA PAVILION LOCATION / FLOOR SPACE

The Canada Pavilion will occupy 252 square meters in Hall 6: 6E1-01 and 6E2-01

Below is the Canada Pavilion location with floor space.



Date: 19 April 2013

This Floor Plan is provided to serve as a guide and is accurate at time of print. (SEI) reserves the right to amend prices and to contents without prior notice.

APPENDIX G

MANDATORY ITEMS COST BREAKDOWN

A. EXHIBIT MANAGEMENT SERVICES, DESIGN, SYSTEM AND EXHIBIT STRUCTURE & GRAPHICS, FABRICATION, INSTALLATION, DISMANTLE, SITE CLEANING, FLOORING, SITE SERVICES (ELECTRICAL & LIGHTING, PLUMBING/WATER, INTERNET, CLEANING & WASTE, ECT..), PERSONNEL, RENTAL FURNITURE, LABOR AND OTHER SERVICES.

The proposer must complete the following 2 tables (A & B) in its entirety or will be deemed non-compliant and will be given no further consideration.

The financial bid evaluation will be based on the firm all inclusive price provided in this Appendix. The Firm Lot Price must be inclusive of any Customs duty, all applicable taxes, associated cost for travel and out of pocket expenses.

The Contractor shall supply on a rental basis, install, position, clean and later remove all furniture, furnishings, electrical, lighting, graphics, exhibitory components and accessories listed and described in Appendix G.

The type/brand/colour of the specified essential elements (Appendix G) are required. Substitutions will not be accepted for any of the items in Appendix G and H where AAFC has provided product codes.

Contractor to supply, and have available on location, additional items (approximately 10% extra) where indicated by * in Appendix G.

Any damage equipment or furnishings shall be replaced immediately with the same item or better.

MANDATORY/ESSENTIAL ELEMENTS:

5.0 SPECIFIC GOODS AND SERVICES

ITEM	DESCRIPTION	COSTS
5.1	Exhibit Management Services	
5.2	Design	
5.3	System and Exhibit Structure & Graphics	
5.4	Fabrication, Installation, Dismantle, Site Cleaning, Graphics	
5.5	Floor Covering	
5.6	Site Services - Lighting & Electrical, Plumbing/Water, Internet Services, Cleaning & Waste Disposal, Photographs, etc.	
5.7	Personnel - Site Supervisor, Security, Hosts(esses), Cleaning and Electrical Staff	
5.8	Lounge Supplies	
5.9	Furniture Rental	
	FIRM LOT PRICE	

NOTE: In the event floor space is increased, the following calculation will apply:

Bid price C\$ / 252sqm x revised floor space = New FIRM LOT PRICE

APPENDIX H

OPTIONAL ITEMS AND ADDITIONAL REQUIREMENTS

The bidder is responsible to fill out Appendix H for all optional items that would enhance the overall look of the Canada Pavilion (e.g. suspended structures, graphics, LCD TV's etc.).

Unit Prices of the "OPTIONAL" items will not be included in the Firm Lot Price to be submitted. Unit Prices will be used only as price reference if AAFC requests any items, as per clause 5.4.1, Part 2. Request for any additional items can only be approved & confirmed by the Project Authority.

ITEM	DESCRIPTION	UNIT PRICE ONLY
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

ADDITIONAL REQUIREMENTS

In the event labour is required to conduct work not in the above-mentioned components and not included in the Firm Lot Price, but ordered by the Project Authority as an authorized extra and confirmed by a contract amendment issued by the Contracting Authority, then the following hourly labour rates will apply:

LABOUR	STRAIGHT	OVERTIME
Carpenter		
Labourer		
Displayman		
Electrician		
Painter		
Supervisor on-site		
Project manager		
<i>MATERIAL MARK-UP - Any Materials not listed herein and requested as an authorized extra by the Project Authority shall be charged for at the rate of net cost, plus a percentage to cover overhead and profit. Proposer will identify the mark percentage.</i>		