

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

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

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet 11th Canadian Immunization Conferen	
Solicitation No. - N° de l'invitation 6D034-133481/A	Date 2014-03-06
Client Reference No. - N° de référence du client 6D034-13-3481	
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-003-64800	
File No. - N° de dossier cx003.6D034-133481	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-03-21	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input checked="" type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Gagné-Templeman, Kathleen	Buyer Id - Id de l'acheteur cx003
Telephone No. - N° de téléphone (613) 990-9189 ()	FAX No. - N° de FAX (613) 993-2581
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See here-in	

Instructions: See Herein

Instructions: Voir aux présentes

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

Issuing Office - Bureau de distribution

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

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

11TH CANADIAN IMMUNIZATION CONFERENCE

SPACE RENTAL – NOVEMBER 30, 2014 – DECEMBER 4, 2014

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List of Annexes:

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

PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The Public Health Agency of Canada's 11th Canadian Immunization Conference has a requirement for the provision of meeting space and optional audio visual services in Ottawa, Ontario for participants, speakers, exhibitors, organizing committee members and conference organizing staff attending, presenting and working at the three (3) day conference from Tuesday, December 2, 2014 through Thursday, December 4, 2014. Public Health Agency of Canada (PHAC) expects 900 delegates to attend the event on all three (3) days.

Meeting space is required between November 30, 2014 to December 4, 2014.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2003 (2014/03/01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

1.1 SACC Manual Clauses

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

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

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

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority **no later than six (6) calendar days before the bid closing date**. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

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4. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

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

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

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

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

Blank Prices:

Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this

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confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

Pricing Tables including Embedded Formulae:

If the pricing tables provided to the Bidders include formulae or other programming, even though Bidders must use these forms to submit their bids, PWGSC may re-enter the data from the Bidder's submitted form into a fresh form, if PWGSC is concerned that the formulae or other programming may no longer be intact or functioning properly.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

M.1 The Bidder must demonstrate its ability to provide the meeting space as specified in Annex "A".

The Bidder must provide the following:

- a. the full address of the proposed venue;
- b. a description of the proposed meeting space within the venue as detailed in A.3.1 for *A-Plenary, B-Exhibits, Poster display, Welcome Reception, buffet lunches and Health breaks* and *C-Concurrent sessions* of the Annex A Statement of Work; and
- c. the dimensions of the designated areas to demonstrate that they meet the minimum space requirements as specified in Annex A.

M.2 Financial Proposal

The Bidder must provide complete costing information strictly in accordance with Annex "B" B.1 Pricing and List of Deliverables. **All line items in Annex "B" - B.1 Pricing and List of Deliverables must be bid, including all mandatory options.** The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

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

1.2 Financial Evaluation

1.2.1 Evaluation of Price

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

1.2.2 Financial Evaluation Criteria

The financial evaluation will be conducted by calculating the Total Bid Price using Annex "B" - B.1 Pricing and List of Deliverables, as completed by the Bidder.

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2. Basis of Selection

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions – Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

2. Additional Certifications Required Precedent to Contract Award

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

2.1 Canadian Content Certification

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

2.2.2. This procurement is limited to Canadian services.

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The Bidder certifies that:

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

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

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010C (2014/03/21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Kathleen Gagné-Templeman
Public Works and Government Services Canada
Acquisitions Branch, Communications Procurement Directorate
360 Albert St., 12th Floor
Ottawa, ON K1A 0S5

Telephone: 613-990-9189
Facsimile: 613-991-5870
E-mail address: kathleen.gagne-templeman@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is:

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

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

6. Payment

6.1 Basis of Payment

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

6.2 Limitation of Price

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

6.3 Single Payment

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

7. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the 2010C (2014/03/01) General Conditions - Services (Medium Complexity). Invoices cannot be submitted until all work identified in the invoice is completed.

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

8. Certifications

8.1 The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8.2 SACC Manual Clauses

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

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2003 (2014/03/01) Standard Instructions - Goods or Services - Competitive Requirements;
- (c) 2010C (2014/03/01) General Conditions - Services (Medium Complexity);
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Pricing and List of Deliverables;
- (f) the Contractor's bid dated _____.

11. Insurance Requirements

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

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

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

12. Safety Regulations and Labour Codes

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

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13. Renovations

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

ANNEX "A" - STATEMENT OF WORK

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

A.1. REQUIREMENT

The Public Health Agency of Canada's 11th Canadian Immunization Conference has a requirement for the provision of meeting space and audio visual services in Ottawa, Ontario for participants, speakers, exhibitors, organizing committee members and conference organizing staff attending, presenting and working at the three (3) day conference from Tuesday, December 2, 2014 through Thursday, December 4, 2014. Public Health Agency of Canada (PHAC) expects 900 delegates to attend the event on all three (3) days.

Meeting space is required between November 30, 2014 to December 4, 2014 as per Section A.3. below.

A.2. LOCATION

The location of the establishment providing the requirement must be located in Ottawa, Ontario. This event moves to a different region of Canada every two (2) years and it has been decided that the 2014 conference will be in Ottawa.

The Contractor must be within close proximity (walking distance) to restaurants and to the Novotel and Chateau Laurier hotels located in downtown Ottawa.

A.3. MEETING SPACE REQUIREMENTS

A.3.1 Table: Meeting Space Required

Space	Function	Dates used	Set-up	Square footage (minimum)
A	Plenary	December 1, 2014 for set-up December 2, 3 and 4, 2014	- Approximately 50% theatre and 50% classroom-style seating for 900 participants	20,000
B	Exhibits, Poster display, Welcome reception(s), Buffet lunches and Health breaks (all activities must be in one [1] room)	December 1, 2014 for set-up December 2 and 3, 2014	- Space for 40 booths (10' x 10' exhibits) - Space for 200 posters displayed on double-sided poster boards. Posters are a maximum of 48" in height x 96" in length (122 cm x 244 cm), approximately - Buffet area with sitting arrangement for 750 people on round tables of 10 people per table - Reception area for 750 delegates, for potentially 2	35,000

			<ul style="list-style-type: none"> - evenings with sitting arrangement for bar tables - Internet café with 4 workstations comprised of 4 tables and 4 chairs 	
C	Concurrent sessions - 8 rooms for 200-350 delegates	<p>December 1, 2014 for set-up</p> <p>December 2, 3 and 4, 2014</p>	<ul style="list-style-type: none"> - 8 x concurrent session rooms each to accommodate 200-350 people theatre-style - 1 screen, front projection (see table A.5.1) - Staging for 3-member panel and podium - Simultaneous interpretation equipment - Technical equipment and staff 	3,500

Notes: Concurrent session rooms also used for Co-development Accredited Learning Activities.

A.3.2 Table: Speaker Ready Room, Registration Area, and Offices
(Continued from table above)

Space	Function	Dates used	Set-up	Square footage (minimum)
D	Registration Area	November 30, 2014 to December 4, 2014	<ul style="list-style-type: none"> - Work space for registration staff that allows computer usage - Space for delegates to queue for registration 	A minimum of 30 linear feet with a 6 feet from the front of the counter to the back wall and 10-15 feet of unobstructed space in front of the counter for queuing; 2,000 to 3,000 sq. ft. depending on configuration
E	Organizing Committee Meeting Room	December 1, 2014 to December 4, 2014	<ul style="list-style-type: none"> - Boardroom or hollow square for 25 people - Work space for organizing committee. 	1,100
F	PHAC Office	December 1, 2014 to December 4, 2014	<p>Work space for PHAC participants:</p> <ul style="list-style-type: none"> - 1 work station & meeting space 	400
G	Media & Communica-	December 1, 2014	Work space for media and communications team:	800

	tions Office	to December 4, 2014	- 2 work stations on perimeter & meeting/interview space (round table)	
H	Speaker Ready Room	December 1, 2014 to December 4, 2014	(i) Desk & work stations on perimeter (ii) 2 tables, 3 workstations and a large storage area	(i) 1,700 (ii) 1,100
I	Conference operations office	November 30, 2014 to December 4, 2014	Work space for Conference operations team: 2 Tables, 3 work stations & large storage area	1,100
J	Interpreters' office & lounge	December 2, 2014 to December 4, 2014	2 workstations & meeting space	775

A.4. INTERNET ACCESS AND MISCELLANEOUS REQUIREMENTS

A.4.1 Table: Internet Access and Miscellaneous Requirement

Space	Date	Meeting Room/Area	Communications Requirement
A	December 2, 2014 to December 4, 2014	Main Plenary Room	V-Lan Wi-Fi - 300 concurrent users
B	December 2, 2014 to December 3, 2014	Internet café (Exhibit Hall)	Wired Internet connection (4) V-Lan Wi-Fi - 500 concurrent users
C	December 2, 2014 to December 4, 2014	Concurrent Sessions	8 x V-Lan
D	December 1, 2014 to December 4, 2014	Registration Area	Wired Internet connection (2) Telephone & line with long distance capability (1)
E	December 1, 2014 to December 4, 2014	Organizing Committee meeting room	Telephone (1) Wireless internet - 4 users
F	December 1, 2014 to December 4, 2014	PHAC Office	Wired Internet connection (1) Telephone & line with long distance capability (1)
G	December 1, 2014 to December 4, 2014	Media & Communications Center	Wired Internet connection (2) Wireless Internet - 4 users Telephone & line with long distance capability (1)
H	December 1, 2014 to December 4, 2014	Speaker Ready Room	V-Lan Wired Internet connection (1)
I	November 30, 2014 to December 4, 2014	Operations Office	Wired Internet connection (2) Telephone & line with long distance capability (1)

A.5 AUDIO VISUAL REQUIREMENTS (MANDATORY OPTION)

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described in A.5.1. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

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

A.5.1 Table: Audio Visual Requirements

The following Audio Visual requirements **may** be required.

Space	Date	Activity	Requirement
A	December 1, 2014	Set- up	Stage Lighting - Lighting of stage and podium Visuals - 2 x laptops with MS Office 2007 - 2 x Inline Interface - Switching capacity between screens - 3 x Inline Distribution Amplifier Projection - 2 x projectors (minimum 7,000 lumens) - 2 x Bolt & Chain - Screens and Draping - 2 x screens - Full drape on either side of the stage Camera Package - Live to screen with camera & operator - Stage Set Package Speaker Support - 2 x 32" comfort monitor - 2 x Monitor floor wedge - 2 x Presentater Cue System with remove - Computer Audio Miscellaneous - 2 x Acrylic podiums - 1 x Tech table drape package - 2 x Clearcom base station - 3 x Clearcom intercom belt pack & headset - 1 x Electrical power drop Microphones/Audio - 2 x Podium microphone - 4 x wireless hand held microphones / floor microphones - 4 x table microphones - 2 x wireless lavalier / handheld combo - Audio appropriate to room audience - SI Equipment - 1 x Bilingual Interpretation System
	December 2, 2014 to December 4, 2014	Plenary Sessions	

			<ul style="list-style-type: none"> - 50 x 6 channel receiver - 50 x Digital headphones
C	December 1, 2014 December 2, 2014 to December 4, 2014	Set-up 8 Concurrent Session Rooms	<p><i>Each Session Room must be equipped with:</i></p> <ul style="list-style-type: none"> - 40' by 12' black drape - 1 data projector- minimum 3000 lumens (rear projection) - 1 9' x 12' screen with dress kit - 1 laptop with MS Office 2007 networked to a server in the speaker room - 1 podium with microphone - 2 table microphones - 1 wireless hand held microphone / floor microphone - Wireless cue system - Confidence monitor - Stage Accent Lighting - Computer Audio - Simultaneous Interpretation Booth - SI Equipment - 1 x Bilingual Interpretation System - 50 x 6 channel receiver - 50 x Digital headphones - Mixer & Audio Equalizer
D	December 1, 2014 to December 4, 2014	Registration Desk	<ul style="list-style-type: none"> - 2 x printers
F & G	December 1, 2014 to December 4, 2014	Offices	<ul style="list-style-type: none"> - 8 x laptops with MS Office 2007 - 8 x printers
H	December 1, 2014 to December 4, 2014	Speaker Ready Rooms	<ul style="list-style-type: none"> - 7 laptops with MS Office 2007 networked to a server with an operator each - 2 x printers

A.6 OTHER SPECIFICATIONS

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

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

Solicitation No. - N° de l'invitation

6D034-133481/A

Amd. No. - N° de la modif.

File No. - N° du dossier

cx0036D034-133481

Buyer ID - Id de l'acheteur

cx003

CCC No./N° CCC - FMS No/ N° VME

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

6D034-13-3481

ANNEX "B" BASIS OF PAYMENT

B.1 PRICING AND LIST OF DELIVERABLES

The Bidder must provide complete costing information strictly in accordance with Annex "B" - B.1 Pricing and List of Deliverables.

Bidders must submit firm, all inclusive, prices for **all of line items in Annex "B" - B.1 Pricing and List of Deliverables must be bid, including all mandatory options.** The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

BIDDERS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE ANNEX B MS EXCEL SPREADSHEET BEING DISTRIBUTED THROUGH GETS (BuyandSell.gc.ca) AND RETURN IT ON A USB KEY ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B BASIS OF PAYMENT WITH THEIR PROPOSAL

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

ANNEX "C" - INSURANCE REQUIREMENT

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

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

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

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- m. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- n. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.