

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 0B2 / Noyau 0b2
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

Title - Sujet Audio Visual Production 003	
Solicitation No. - N° de l'invitation 0X001-140730/A	Amendment No. - N° modif. 003
Client Reference No. - N° de référence du client 0X001-14-0730	Date 2014-12-11
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-028-66240	
File No. - N° de dossier cx028.0X001-140730	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-12-18	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Baxter, Emily	Buyer Id - Id de l'acheteur cx028
Telephone No. - N° de téléphone (613) 949-1285 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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

Amendment 003

The purpose of this amendment is to respond to potential bidders' questions.

Question 7:

Can you please confirm that this contract would be in effect from date of award until March 31, 2016 and that there is a possibility of 2 additional option periods? If this is in fact the case, what are the dates for those option periods?

Response 7:

As per **PART 6 RESULTING CONTRACT CLAUSES, 4.Term of Contract;**

The period of the Contract is from date of Contract to March 31, 2016 inclusive. There are two (2) additional one (1) year option periods under the same conditions starting April 1, 2016.

Question 8:

Are we limited to only three sample video clips, or can we provide additional samples as long as we respect the 15 minute total maximum running time of the demo?

Response 8:

The Bidder must provide three (3) video production samples. The total running time of the demo must not exceed fifteen (15) minutes.

Question 9:

Further to question and answer 4 : Please provide clarification on what we need to submit for Section II Financial Bid.

Under section B.1 Firm Hourly Rates.- do we give JUST the personnel rates? OR does it include equipment?

- For example: Does the line item Cinematography include the person and the camera? or just the person?
- For example: Does the line item Still Photography include the person and the still camera? or just the person?
- For example: Video editing include the editor and the the edit suite? or just the person?

*Response 9:***Section B.1 Firm Hourly Rates**

The firm hourly rates must be all-inclusive. The firm hourly rates must include all required personnel, equipment operators, equipment, materials and applicable charges. However, as specified, the cost of camera rental or other direct and sub-contracted costs, as described in B.2, are not included in the firm hourly rates.

For example, the firm hourly rate for cinematography must include all applicable costs including the cost of the camera operator and cameras owned by the Bidder or the camera operator. However, if the camera must be rented, then the camera rental will be charged as specified in B.2 and will be reimbursed at actual cost without mark-up.

The hourly rate for video editing must include the editor and the edit suite.

Question 10:

Part 3.1 - use an environmentally-preferable format including black and white printing...

To most accurately showcase the video production samples, can stills associated with the Video Demo - Proposed Project Fact Sheet be printed in colour?

Response 10:

The government of Canada promotes green methods and practices but does not impose any penalty on suppliers not complying with the suggested instructions. Suppliers may include colour images to compliment the information and video production samples provided for evaluation with its submission.

Question 11:

Part 4.M.1 - the bidder must provide a USB key containing three (3) video production samples

Can we submit more than 3 video production samples?

Response 11:

See *Response 8*.

Question 12:

Can you please confirm that the Task Authorization form is for reference only.

Response 12:

Yes, for the purposes of the Request for Proposal, the Task Authorization Form is for reference only.

Question 13:

Could you please provide examples of the type of video projects required.

Response 13:

As per PART 4 **EVALUATION PROCEDURES AND BASIS OF SELECTION, M.1 VIDEO PRODUCTION SAMPLES;**

"The Bidder must provide a USB key containing three (3) video production samples from previous productions that support its proposal and demonstrate to the Evaluation Team the Bidder's experience and ability to produce **quality video programs for the Canada School that are similar in nature and complexity to the requirements as described in the Annex A Statement of Work.** "

Question 14:

Productions that have voice-overs, are fully narrated, are fully animated, are purely text based, or are subtitles/closed captioned are not acceptable to demonstrate the Bidder' ability to work in both official languages.

To clarify, for samples only produced in English, is it acceptable to use voice-overs, etc?

Response 14:

For the video production sample submitted to demonstrate the Bidder's ability to work in both official languages, "Productions that have voice-overs, are fully narrated, are fully animated, are purely text based, or are subtitles/closed captioned are not acceptable to demonstrate the Bidder' ability to work in both official languages."

Question 15:

Please clarify the Option Periods 1 and 2 included in Table B.1.1 – Category of Service. How do these differ from the initial contract period?

Response 15:

The period of the Contract is from date of Contract to March 31, 2016 inclusive. The two (2) additional one-year option periods may be exercised by Canada in accordance with **PART 6 RESULTING CONTRACT CLAUSES, 4.2 Option to Extend the Contract.** Bidders must provide the required rates for the two (2) additional one (1) year option periods of the Contract.

Solicitation No. - N° de l'invitation

0X001-140730/A

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

0X001-14-0730

Amd. No. - N° de la modif.

003

File No. - N° du dossier

cx0280X001-140730

Buyer ID - Id de l'acheteur

cx028

CCC No./N° CCC - FMS No/ N° VME

Question 16:

For our video production samples, are we limited to 3 individual videos, or can we submit more than three videos, if they only pertain to 3 projects? For example, we would like to submit 2 videos that we made as part of a project for one client, 2 videos that were made for another client, and 1 video from a project for a third client. But they would still collectively be under 15 minutes. Is this possible?

Response 16:

See *Response 8*.

Question 17:

For the blended hourly rates, can I confirm that it should be a rate for *all* these services combined? As opposed to a rate for one service that would apply to each individual service on the list?

Response 17:

See *Response 9*.

Please note: As of November 13, 2014 the Public Works and Government Services Canada, Bid Receiving Unit (BRU) will be temporarily relocated to Place de Portage Phase III core **0B2**, 11 laurier Ave. Gatineau, QC.

All other terms and conditions remain unchanged.