

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

LETTER OF INTEREST
LETTRE D'INTÉRÊT

| | |
|---|--|
| Title - Sujet RFI - Rental AV / SI EQUIPMENT | |
| Solicitation No. - N° de l'invitation E60HN-14AVSI/A | Date 2015-02-04 |
| Client Reference No. - N° de référence du client E60HN-14AVSI | GETS Ref. No. - N° de réf. de SEAG PW-\$\$HN-458-66697 |
| File No. - N° de dossier hn458.E60HN-14AVSI | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-03-16 | |
| Time Zone Fuseau horaire Eastern Daylight Saving Time EDT | |
| 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: Lee, Carlos | Buyer Id - Id de l'acheteur hn458 |
| Telephone No. - N° de téléphone (819) 956-3490 () | FAX No. - N° de FAX (819) 953-4944 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein | |

Comments - Commentaires

Instructions: See Herein

Instructions: Voir aux présentes

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

| | |
|--|--|
| 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 |

Issuing Office - Bureau de distribution
Electrical & Electronics Products Division
11 Laurier St./11, rue Laurier
7B3, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

**REQUEST FOR INFORMATION (RFI)
RENTAL OF AUDIO VISUAL AND SIMULTANEOUS INTERPRETATION
EQUIPMENT
FOR PUBLIC WORKS AND GOVERNMENT SERVICES (PWGSC) CLIENTS
JANUARY 2015**

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SECTION “A” OBJECTIVES AND BACKGROUND

1.0 PURPOSE OF THE RFI

The purpose of this Request for Information (RFI) is to provide information to industry regarding this requirement and to request interested parties to participate in a consultation process.

The intent of the consultation process will be to assist to finalize a procurement document that will meet the needs of Canada. We are proposing a supply arrangement by region.

A list of questions has been provided at Section “D”, for your response. Note that the information requested is for information purposes only, and will allow Canada to determine the best method of supply for the required services based on supplier capability now and in the future. Quality of goods and services, cost-effectiveness and efficiency are critical to the success of the requirement.

2.0 OBJECTIVES

The objective of this Request For Supply Arrangement (RFSA) is to regionally issue supply arrangements (as identified below), for the rental, installation, operation and dismantling of audio visual and/or simultaneous interpretation equipment, on an as and when requested basis, for a period of two (2) years with three (3) additional one (1) year options for Canada to extend under the same terms and conditions.

Regions:

Newfoundland/Labrador:

Maritime Region (Prince Edward Island, Nova Scotia and New Brunswick):

Ontario:

Quebec:

Central Region (Manitoba, Saskatchewan and Alberta)

Western Region (and British Columbia):

National (British Columbia to Newfoundland/Labrador)

The equipment required is listed at Annexes “A” and “B”.

All departments and agencies listed in Schedule I, Schedule II and Schedule III of the Financial Administration Act are authorized by the Minister to make call-ups against the Supply Arrangements.

The requirement is limited to Canadian services.

The requirement is subject to the Agreement on Internal Trade (AIT) only.

3.0 REQUIREMENTS DEFINITION

The information provided by Canada in this RFI is preliminary and may change. This RFI is not a bid solicitation nor will it be used to pre-qualify or otherwise restrict participation in the future RFSA. A contract will not result from this RFI.

SECTION "B"
SUPPLIER SUBMISSION REQUIREMENTS

1.0 SUBMISSION OF RESPONSES

1.1 Number of Copies

Responses may be submitted in either electronic version (MS Word) or if in hard copy, then please provide two **(2) copies**.

1.2 Location

Responses are not considered bids but, for expediency purposes, the PWGSC Bid Receiving Unit is the designated location where written responses shall be sent. However, electronic submissions are also acceptable and may be sent by email to the PWGSC RFI Authority listed herein at Section B paragraph 2.1.

Bid Receiving Unit
Public Works and Government Services Canada
Place du Portage
Level 0B2, Phase III
11 Laurier Street,
Gatineau, Québec K1A 1C9
Telephone: (819) 956-3366 Fax: (819) 997-9776

The Respondent's name, return address, RFI number and closing date should be clearly visible on the response. Responses to this RFI will not be returned.

2.0 AUTHORITIES

2.1 RFI Authority

The Public Works Government Services Canada (PWGSC) Contracting Authority (or delegated representative) is responsible for the management of the procurement and RFI process.

Carlos Lee
Supply Specialist
HN Division
Logistics, Electrical, Fuel, Transportation Directorate
Commercial Acquisition and Supply Management Sector
Acquisitions Branch, PWGSC
Place du Portage, Phase III, 11C1
11 Laurier Street
Gatineau, Québec K1A 0S5
Telephone: (819) 956-3490 Fax: (819) 953-4944
E-mail address: carlos.lee@tpsgc-pwgsc.gc.ca

3.0 INDUSTRY RESPONSES

3.1 Response Format

For ease of use and in order to ensure the greatest value be gained from responses, Canada requests Respondents to follow the structure as detailed at Section “C” herein. There is no page limit on the information to be provided. Respondents are further requested to respond to the questions posted at Section “D”, attached hereto.

3.2 Language of Response

Responses may be in English or French, at the preference of the Respondent.

3.3 Response Parameters

Respondents are reminded that this is an RFI, in that regard; respondents should feel free to provide their comments and/or concerns with their responses.

Canada reserves the right to seek clarifications from a Respondent for any information provided in response to this RFI, either by telephone, in writing or in person.

3.4 Response Confidentiality

Respondents are requested to clearly identify those portions of their response that are proprietary. The confidentiality of each Respondent’s response will be maintained. Items that are 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 respondent do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all interested parties.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Requirement and any other annexes.

1.2 Summary

- (i) This Request for Supply Arrangement is being issued in order to establish an instrument to rent various audio visual and/or simultaneous interpretation equipment throughout Canada, as identified in one or more of the product categories listed in Annex A and Annex B. These products are generally included in the federal classification of goods 58.

The resulting Supply Arrangement is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be submitted to Public Works and Government Services Canada for individual processing.

- (ii) The Identified Users (IU) authorized to issue Bid Solicitations and resulting Contracts against the Supply Arrangement (SA) include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S., 1985, c. F-11.

IU's will utilize the SA for requirements up to \$40,000.00 including GST/HST and delivery. Any requirement exceeding \$40,000.00 will be sent to the applicable PWGSC office for processing.

- (iii) Suppliers may qualify for any of seven (7) regions identified in Annex C - Geographic Region. Supply Arrangements will identify each applicable region that the supplier has pre qualified.

- (iv) Period of Supply Arrangement

The period for awarding Contracts under the Supply Arrangement (SA) will be for a period of two (2) years from issuance of the SA.

Extension of the Supply Arrangement: Should the SA be authorized for use beyond the initial period, the Supplier accepts to extend its Arrangement for an additional three (3) periods of twelve (12) months each, under the same clauses and conditions specified in the SA.

- (v) The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

1.3 Overview of the Procurement Process

Following the publication of this Request for Supply Arrangement (RFSA) through the Government Electronic Tendering Service, Canada intends to issue a number of Supply Arrangements to all Suppliers who meet the entire requirements of the RFSA including the technical evaluation criteria.

The procurement process for this Supply Arrangement has two (2) stages:

Stage 1: This stage involves Suppliers becoming qualified by meeting the overall criteria and requirements described in the Request for Supply Arrangement. Canada intends to compile and maintain regional or national lists of qualified suppliers that it will make available to Identified Users for Supply Arrangement requirements.

Stage 2: This stage involves Identified Users (IU) issuing a bid solicitation describing their requirements to qualified suppliers. The resultant contracts will comply with the bid solicitation requirements of the IU and will refer to the clauses and conditions of the Supply Arrangement.

1.4 Debriefings

After issuance of a Supply Arrangement, Suppliers may request a debriefing on the results of the Request for Supply Arrangements (RFSA) process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the RFSA process. The debriefing may be in writing, by telephone or in person.

PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Suppliers who submit an Arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2014-09-25) Standard Instructions - RFSA - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - RFSA - Goods or Services, is amended as follows: Delete: sixty (60) days, Insert: ninety (90) days

2.2 Submission of Arrangements

Arrangements 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 Request for Supply Arrangements (RFSA).

Due to the nature of the RFSA, transmission of Arrangements by facsimile or by electronic mail to PWGSC will not be accepted.

2.3 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than seven (7) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers 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 question(s) or may request that suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.5 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario. Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the Arrangement, 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 Suppliers.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

Canada requests that Suppliers provide the Arrangement in separately bound sections as follows:

Section I: Technical Arrangement - one (1) hard copy and one (1) soft copy on CD;

Section II: Certifications (1 hard copy)

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.

Canada requests that Suppliers follow the format instructions described below in the preparation of the Arrangement.

1. Use 8.5 x 11 inch (216 mm x 279 mm) paper.
2. Use a numbering system that corresponds to that of the Request for Supply Arrangements.
3. Suppliers must provide the requested information in electronic form using MS Word and/or Excel that are compatible with Windows 7.

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

1. use paper containing fibre certified as originating from a sustainably-managed forest and 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 Proposal

In the technical proposal, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the work.

Section II: Certifications and Additional Information

1. Certifications

Supplier must submit certifications required under Part 5 - Certifications.

2. Additional Information

Supplier should include the following information with his Arrangement. If not submitted, Public Works and Government Services Canada will request the Supplier to submit within five (5) working days after Supply Arrangement Authority request.

3.2 Supplier Contacts

The Supplier must provide a single name of a contact authorized to receive requests from Identified Users on its behalf for the following services: General information requests, receipt of bid solicitations, delivery follow-up, and the name of the person responsible for submitting quarterly reports.

Name and telephone number of the person to be contacted for:

General information

Name: _____
Telephone number: _____
Facsimile number: _____
E-mail: _____

Receipt of Bid Solicitation Requests

Name: _____
Telephone number: _____
Facsimile number: _____
E-mail: _____

Delivery follow-up

Name: _____
Telephone number: _____
Facsimile number: _____
E-mail: _____

Person responsible for submitting quarterly reports

Name: _____
Telephone number: _____
Facsimile number: _____
E-mail: _____

3.3 Environmental Initiative

In upcoming Requests for Supply Arrangements for this and similar commodities, Public Works and Government Services Canada is considering including mandatory and optional environmental criteria. The Contracting Authority is looking for Supplier input in this area to make sure the requirement is feasible and industry is capable of meeting it. Please refer to Part 5 - Certifications for more details.

3.4 Payment of Invoices by Credit Card

Canada requests that Suppliers complete one of the following:

- Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices under the Supply Arrangement.

The following credit card(s) are accepted:

- VISA
- Master Card

OR

- Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices under the Supply Arrangement.

The Supplier is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of invoices will not be considered as a qualification criteria.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the Arrangements.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Supplier must include the following information with their Arrangement:

- 4.1.1.1.1 Supplier must demonstrate that they can supply goods for 4 of the 7 categories of Annex A

The supplier must meet the minimum inventory and categories of Audio Visual and Simultaneous Interpretation equipment listed in Annex B and provide a list of inventory identifying items, categories and sub categories by region.

The supplier must have a minimum inventory of **\$50,000.00 per region (Please detail in Excel Spreadsheet - Annex G)**

Note: Supplier may qualify for any of seven (7) regions identified in Annex C - Geographic Region. Supply Arrangements will identify each applicable region that the supplier has pre qualified.

- 4.1.1.1.2 Supplier must demonstrate that they have been in business for at least one (1) full year prior to the closing date of the Request for Supply Arrangement (RFSA) providing services for the purpose of rental of audio visual and simultaneous interpretation equipment similar in nature to that described in the RFSA.

This can be evidenced by submitting the following:

- a photocopy of a business registration form showing legal name and date of registration / incorporation;
- a previous Contract, Standing Offer or Supply Arrangement with any department of the Government of Canada for the supply of good similar in nature to the one described in this RFSA, provincial or municipal government or any other organization.

4.1.1.1.3 The Supplier must submit a description of two (2) separate orders successfully delivered within the last year prior to the closing date of this Request for Supply Arrangement with a value of \$5,000.00 in Canadian dollar or more. Each order must have included at least two (2) different types of rental devices for either audio visual or simultaneous interpretation or both.

For each order the Supplier must provide:

- the type of service related to AV/SI;
- the quantity of each item;
- The value of the overall order;
- References of client Departments (Name and Phone Number)

4.1.1.1.4 The supplier should describe and give examples of six (6) of its environmental initiatives in their day to day operations. Refer to Part 5 Certifications for more details.

4.2 Basis of Selection

4.2.1 To be declared responsive, an arrangement must:

- (a) comply with all the requirements of the Request for Supply Arrangements;
and
- (b) meet all requirements laid out in Part 4 - Evaluation Procedure and Basis of Selection, clause 4.1.1 - Technical Evaluation;

4.2.2 Proposals not meeting (a) or (b) above will be declared non-responsive.

4.3 Financial Viability

SACC Manual Clause S0030T (2011-05-16) Financial Viability.

PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications and associated information to be issued a supply arrangement (SA).

The certifications provided by suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

5.1 Certifications Precedent to Issuance of a Supply Arrangement

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

5.1.1 Integrity Provisions - Associated Information

By submitting an arrangement, the Supplier certifies that the Supplier and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Arrangement of Standard Instructions [2008](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Environmental Attributes

As part of the federal governments commitment to environmentally responsible procurement, Public Works and Government Services Canada encourages the private sector to develop and implement environmentally responsible initiatives in manufacturing processes, products, business management systems and packaging.

Suppliers are requested to submit information and /or substantiating documentation regarding their stated environmental initiatives, and the details of the environmental impact of the goods proposed in terms of overall environmental management, for example:

- a. Provide details of your policies and practices in relation to environmentally responsible manufacturing processes.
- b. Provide details of your policies and practices in relation to environmentally responsible waste disposal initiatives.
- c. Provide details of your policies and practices in relation to waste reduction initiatives.
- d. Provide details of your policies and practices in relation to packaging initiatives.
- e. Provide details of your policies and practices in relation to re-use strategies.
- f. Provide details of your policies and practices in relation to recycling.

If your company has a corporate environmental policy, you are requested to submit a copy of this policy either on corporate letterhead, as corporate documentation. In support of your company's environmental policy you are requested to provide documentation regarding the environmental principles referenced in your policy and details of the environmental policy and its impact in terms of overall environmental management.

If your company has established a program for solid waste auditing, has prepared a waste reduction plan and has instituted a means to track progress towards waste reduction and diversion from disposal of materials such as metals, plastics, fabrics, wood, fibreglass, glass etc., a description of this program and or a copy of the most recent waste audit should be submitted.

Definitions

Recyclable product:

A product, which after its intended use can demonstrably be diverted from the solid waste stream for use as a raw material in the manufacture of another product.

Recycled material:

Material and byproducts that have been recovered or diverted from solid waste and that can be utilized in place of raw or virgin material in manufacturing a product. It is derived from post consumer recycled material, manufacturing waste, industrial scrap, agricultural waste and other waste material, but does not include material or byproducts generated from and commonly reused within an original manufacturing process.

Recycled product:

A product containing recycled material.

Post consumer recycled material:

Only those products generated by a business or consumer which have served their intended end uses, and which have been separated or diverted from the solid waste stream.

5.1.3 General Environmental Criteria Certification

By submitting the bid, the bidder certifies that the information submitted in the General Environmental Criteria table found at Annex H is accurate and complete.

By submitting the bid the Bidder certifies that it meets, and will continue to meet throughout the duration of any resulting contract, a minimum of four out of seven requirements identified in the General Environmental Criteria Table found at Annex H;

Additional Information

The Bidder must complete Annex H by inserting a checkmark next to every criteria that are met. Bidders are required to complete and submit Annex H with their bid. As this is a new procedure, Canada reserves the right to request Annex H after bid closing. The Contracting Authority will inform the Bidder of a time frame within which to provide it. Failure to provide Annex H within the required time frame will render the bid non-responsive.

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the work described in the requirement at Annex A and Annex B.

6.2 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<http://sacc.pwgscc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

6.2.1 General Conditions

2020 (2014-09-25) General Conditions - Supply Arrangement (SA) - Goods or Services, apply to and form part of the SA.

6.3 Supply Arrangement Reporting

Suppliers must compile and keep current data on products rented by Identified Users (IU) with respect to contracts arising from a Supply Arrangement (SA). These data or reports must include the contract number, the IU name, the good(s) rented and the total contract value, including purchases using the Government of Canada Acquisition Card. Each quarter, Suppliers must collect the data and submit it to the SA Authority at Public Works and Government Services Canada. A PDF copy of all call ups must be provided with the report.

Quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

Electronic reports must be completed and forwarded to the SA Authority no later than 15 calendar days after the end of the quarterly period. Refer to Annex F - quarterly report form.

All data fields of the report must be completed as requested. If some data is not available, the reason must be indicated in the report. If no goods are provided during a given period, the Supplier must still provide a "NIL" report.

Failure to provide fully completed reports in accordance with the above instructions may result in the suspension or cancellation of the Supply Arrangement.

6.4 Term of Supply Arrangement

6.4.1 Initial Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement (SA) is from _____ to _____. (to be completed on issuance of SA).

6.4.2 Extension of the Supply Arrangement

Should the SA be authorized for use beyond the initial period, the Supplier will accept to extend its arrangement for an additional three (3) periods of twelve (12) months each, under the same clauses and conditions specified in the SA.

The Supplier will be advised of the decision to authorize the use of the SA for an extended period by the SA Authority thirty (30) days before the expiry date of the SA. A revision to the SA will be issued by the SA Authority.

7. Authorities

7.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Carlos Lee, Supply Specialist

Public Works and Government Services Canada, Acquisitions Branch

Logistics, Electrical, Fuel and Transportation Directorate, HN Division

11 Laurier Street, Place du Portage, Phase III, 7B3

Gatineau (Hull sector) Quebec, K1A 0S5

Telephone: 819-956-3490

Facsimile: 819-953-4944

E-mail address: carlos.lee@pwgsc-tpsgc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

7.2 Supplier's Representative

The main point of contact to be contacted, with authority, to receive enquiries from Identified Users pursuant to this Supply Arrangement is:

General information

Name: (to be completed on issuance of SA)
Telephone number: (to be completed on issuance of SA)
Facsimile number: (to be completed on issuance of SA)
E-mail: (to be completed on issuance of SA)

Receipt of Bid Requests

Name: (to be completed on issuance of SA)
Telephone number: (to be completed on issuance of SA)
Facsimile number: (to be completed on issuance of SA)
E-mail: (to be completed on issuance of SA)

Delivery follow-up

Name: (to be completed on issuance of SA)
Telephone number: (to be completed on issuance of SA)
Facsimile number: (to be completed on issuance of SA)
E-mail: (to be completed on issuance of SA)

Person responsible for submitting quarterly reports

Name: (to be completed on issuance of SA)
Telephone number: (to be completed on issuance of SA)
Facsimile number: (to be completed on issuance of SA)
E-mail: (to be completed on issuance of SA)

8. Identified Users

The Identified Users authorized to enter into contracts under the Supply Arrangement include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, IV and V of the Financial Administration Act, R.S.C. 1985, Ch. F-11.

|

9. Ongoing Opportunity for Qualification

A Notice will be published on the Government Electronic Tendering Service (GETS) on an on-going basis. Existing qualified suppliers, who have been issued a Supply Arrangement, will not be required to submit a new Arrangement.

At anytime, a supplier has an opportunity to qualify for a Supply Arrangement, delete or add categories, by submitting an Arrangement. The Arrangement will be evaluated in accordance with the Request for Supply Arrangement specified in Part 4. Arrangement will be evaluated on a quarterly basis as defined below:

| Period Identification no. | Closing date | Evaluation Period |
|----------------------------------|-------------------------|--------------------------|
| E60HN-11AVSIMU/A/1 | March 31, 2:00 p.m. | April 1 to June 30 |
| E60HN-11AVSIMU /A/2 | June 30, 2:00 p.m. | July 1 to September 30 |
| E60HN-11AVSIMU /A/3 | September 30, 2:00 p.m. | October 1 to December 31 |
| E60HN-11AVSIMU /A/4 | December 31, 2:00 p.m. | January 1 to March 31 |

Supplier must ensure that the Supplier's name, return address, period identification no. and closing date and time are clearly visible on the envelope or parcel containing the Arrangement.

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 the Supply Arrangement;
- (b) the general conditions 2020 (2014-09-25), General Conditions - Supply Arrangement - Goods;
- (c) Annex A - Requirement;
- (d) Annex B - Equipment Sub-category Definitions
- (e) Annex C - Geographic Region
- (f) Annex E – Corporate Profile
- (g) Annex F - Quarterly Reports Form
- (h) Annex G - Excel Spreadsheet – Category and Listing Evaluation
- (i) Annex H - General Environmental Criteria Table
- (j) the Supplier's Arrangement dated _____. (to be completed on issuance of a Supply Arrangement)

11. Certifications

11.1 Compliance

Compliance with the certifications provided by the Supplier in the Arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification or it is determined that any certification made by the Supplier in the Arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

12. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (Insert the name of the province or territory as specified by the supplier in the arrangement, if applicable).

13. Payment of Invoices by Credit Cards (to be completed on issuance of a SA)

Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices under the Supply Arrangement.

The following credit card(s) are accepted:

- VISA
- MasterCard

OR

Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices under the Supply Arrangement.

B. BID SOLICITATION

6.1. Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;

A copy of the template(s) can be provided upon request by contacting the Procurement Process Tools Division by sending a query to Outilsd'approvisionnement.ProcurementTools@tpsgc-pwgsc.gc.ca.

Note: References to the “Simple” templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (*if applicable*);
- (b) a complete description of the Work to be performed;
- (c) [2003](#), Standard Instructions - Goods or Services - Competitive Requirements;

Subsections 04 and 05 of Section 01, Integrity Provisions - Bid of the Standard Instructions ([2003](#)) incorporated by reference above are deleted in their entirety and replaced with the following:

4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently inform Canada in writing of any changes affecting the list of directors during this procurement process as well as during the contract period.
5. Canada may, at any time, request that a bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form - PWGSC-TPSGC 229](#)) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the bid being declared non-responsive.”

- (d) bid preparation instructions;

- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) financial capability (*if applicable*);
- (h) certifications;

- ***Federal Contractors Program (FCP) for Employment Equity - Notification***
- SACC Manual [A3005T](#), [A3010T](#) for service requirements when specific individuals will be proposed for the work;

- **5.1.1 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.

- (i) conditions of the resulting contract.

6.2. Bid Solicitation - Response Time

Non-Urgent Solicitation

Bids must be responded to within a period of four (4) working days of receiving the bid solicitation document from the Identified User. Any bid responses received after this period will be considered as non responsive and will be given no further consideration.

Urgent Solicitation

Bids must be received within a period of two (2) working days of receiving the bid solicitation document from the Identified User. Any bid responses received after this period will be considered as non responsive and will be given no further consideration.

6.3. Bid Solicitation Process

6.3.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

6.3.2 The bid solicitation will be sent directly to Suppliers as follows:

- 6.3.2.1** For requirements estimated up to \$5,000.00 including all applicable taxes and delivery charges, the Identified User will issue a request for proposal (RFP) using template “Simple” using forms PWGSC-TPSGC 9400-3 for bid solicitation and PWGSC-TPSGC 9400-4 for contract to one or more suppliers on the Supply Arrangement List for the chosen category. The resulting contract will be issued based on the evaluation procedures and basis of selection outline in the RFP.
- 6.3.2.2** For requirements estimated to be between \$5,000.00 and \$25,000 including all applicable taxes and delivery charges, the Identified User will issue a request for proposal (RFP) using template “Simple”, forms PWGSC-TPSGC 9400-3 for bid solicitation and PWGSC-TPSGC 9400-4 for contract to two or more suppliers on the Supply Arrangement List for the chosen category. The resulting contract will be issued based on the evaluation procedures and basis of selection outline in the RFSA.
- 6.3.2.3** For requirements estimated over \$25,000.00 and \$40,000.00 including all applicable taxes and delivery charges the Identified User will issue a request for proposal (RFP) using template “Simple”, forms PWGSC-TPSGC 9400-3 for bid solicitation and PWGSC-TPSGC 9400-4 for contract to all Suppliers on the Supply Arrangement List. The resulting contract will be issued based on the evaluation procedures and basis of selection outline in the RFP.
- 6.3.2.3.1** A Notice will be published by the Identified User on the Government Electronic Tendering Service (GETS) for fifteen (15) calendar days. Refer to Annex D - Notice NPP format for requirement over \$25,000.00. Suppliers not qualified under the Supply arrangement (SA) may send in a request, in writing, to the SA authority, or their designated representative, at any time to qualify for the SA. Award of contracts from any resulting Notice NPP published on GETS will not be delayed for evaluation process of the Supplier’s Request for Supply Arrangement.
- 6.3.3** IU will utilize the SA for requirements up to \$40,000.00 including GST/HST and delivery. Any requirement exceeding \$40,000.00 will follow the normal procurement process.

C. RESULTING CONTRACT CLAUSES

6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions [2029](#) will apply to the resulting contract;

A copy of the template(s) can be provided upon request by contacting the Procurement Process Tools Division by sending a query to Outilsd'approvisionnement.ProcurementTools@tpsgc-pwgsc.gc.ca.

Note: References to the Simple template in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

ANNEX "A"
REQUIREMENT

This Supply Arrangement is for the rental and provision of Audio Visual and/or Simultaneous Interpretation equipment. The Supply Arrangement will include the products identified in Annex A, Section 1.0 - Allowable Goods.

Section 1.0 - Allowable Goods

Goods considered allowable must be Audio Visual Main Device or Simultaneous Interpretation equipment rental, openly designed and marketed for AV specific rental, approved by PWGSC and clearly fall into the Categories and Sub-Categories listed below:

7 Main Rental Categories and 16 Sub-Categories

7 Main Equipment Categories

16 Sub-Categories

- | | |
|---|--|
| 1) AUDIO Products: | Microphones, Microphones - Wireless Recorders and Players Sound Systems and Audio Conferencing equipment Delegate Mic and Language Interpretation Systems |
| 2) AUDIO/VIDEO Processing equipment: | Signal Processing and Switching |
| 3) VIDEO Products: | Camcorders Professional Video Cameras Players and Recorders Laptops (for the purpose of presentation only) |
| 4) Display Devices: | Televisions Displays and Monitors Video Walls |
| 5) PROJECTORS: | Data and Video Projectors for presentations |
| 6) OTHER Equipment: | Projection Screens |
| 7) Web Casting: | Digital Capture Card Video switchers Converters Computer inputs Monitors Additional webcast hardware/software |

Annex "B" - Equipment Sub-category Definitions

1) Audio Products

Microphones & Microphones - Wireless:

Microphones and wireless microphones including but not limited to boundary, PZM, handheld, head worn, lavalier, shotgun and wireless microphones systems.

Recorders and Players:

Analog or digital sound recording and playback devices including but not limited to audio tape, CD, Digital Audio. Portable, handheld digital recorders are prohibited.

Sound Systems and Audio Conferencing equipment:

Integrated sound reinforcement systems (dedicated microphone, processor, amplifier, loudspeaker systems), audio conferencing systems and components (dedicated bridges, interfaces, amplifiers, processors, mixers, microphones) as well as stand alone speakers/systems.

Delegate Mic and Simultaneous Language Interpretation Systems:

Integrated simultaneous interpretation (SI) sound systems (dedicated delegate microphones, amplifiers, control consoles, interpreter equipment, sound insulating interpreters booth, as well as (SI) transmitters, receivers and headphones). Non-proprietary booths or road cases are prohibited.

2) Audio/Video Processing Equipment

Signal Processing and Switching:

Audio and/or video signal processing and switching hardware devices including but not limited to master control systems, processors, compressors and limiters, encoders and encoders, amplifiers and distribution amplifiers, equalizers, extenders, matrix switches, video scalers and scan converters.

3) Video Products:

Camcorders:

Video cameras and camcorders (out-of-studio, handheld video camera recorder; typically for consumer or prosumer video recording).

Professional Video Cameras:

Professional grade video cameras and camcorders (broadcast, HDTV, ENG and studio cameras).

Players and Recorders:

Analog or digital video recording and playback devices (Blu-ray, DVD, Digital Video recorders as well as video servers and media players). Digital video recorders include DVD and Blu-Ray recorders, as well as hard drive recorders. Hard drive recorders, video servers and media players must be purpose-built video appliances designed and dedicated to only function for one purpose -

to receive and/or record and store and/or disseminate both computer generated and direct video signals, with or without audio.

4) Display Devices:

Televisions:

Display device that combines a tuner, display, and speakers for the primary purpose of viewing television.

Displays and Monitors:

Non-TV tuner imbedded display devices used for commercial, broadcast, medical or 24/7 applications (any size) as well as stand-alone touch screen displays. Touch screen displays supplied as a proprietary interface device for control and automation Manufacturer systems are applicable to the Control and Automation equipment sub-category. Monitors whose primary design and functionality is for computer/workstation-use are prohibited.

Video Walls:

Large format, multi-image video walls and video wall components.

5) Projectors:

Data and Video Projectors:

Digital video projectors including but not limited to ultra portable, portable, large venue, short throw, and 3D stereoscopic projectors. Document cameras are also applicable to this equipment sub-category.

6) Other Equipment:

Projection Screens:

Projection surfaces including but not limited to rigid (fixed), electric, manual, portable and portable truss framed, rear projection screens.

7) Web Casting:

Digital Capture Card, Video switchers, Converters, Computer inputs, Monitors, Additional webcast hardware/software

Annex C
Geographic Region

| Region | No | Description |
|--------------------------|-----------|---|
| Pacific | 01 | The entire province of British Columbia and the province of Alberta |
| Central | 02 | The entire provinces of Manitoba and Saskatchewan, |
| Ontario | 03 | The province of Ontario |
| Newfoundland Labrador | 04 | The entire province of Newfoundland including Labrador |
| Quebec | 05 | The entire province of Quebec |
| Atlantic | 06 | The entire province of Nova Scotia, New Brunswick and Prince Edward Island |
| National | 07 | The entire Country (Coast to Coast) "Roadshow" Must meet the criteria for all six regions. |

ANNEX D

Notice NPP format to be posted by Identified User on Buy and Sell for requirement over \$25,000.00.

FILE NUMBER: _____
PROCUREMENT OFFICER (IDENTIFIED USER) NAME: _____
TELEPHONE NUMBER: _____

THIS IS A BID SOLICITATION AGAINST PWGSC SUPPLY ARRANGEMENT # E60HN-11AVSIMU/___/HN to E60HN-11AVSIMU/___/HN FOR THE RENTAL OF AUDIO VISUAL AND SIMULTANEOUS INTERPRETATION EQUIPMENT

Only pre-qualified Suppliers have been invited to bid.

As a requirement of the Supply Arrangement this notice is published on Buy and Sell for a period of 15 calendar days.

Suppliers that do not already hold a Supply Arrangement for the rental of audio visual and simultaneous interpretation equipment identified above with PWGSC cannot submit their bid.

The <Identified User to insert Federal Departmental name> requires the following items:

| Item Number | Description | Quantity |
|-------------|-------------|----------|
|-------------|-------------|----------|

Requested delivery date for all of the above mentioned goods is _____.

The responsive Supplier already holding a Supply arrangement for the items mentioned above from Public Works and Government Services Canada with the lowest evaluated price will be recommended for contract award.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT) and this notice is being published in accordance with these Agreements.

NOTE: This supply arrangement (SA) is refreshed on an ongoing basis. If you wish to find out how you can become a qualified SA Holder and/or to obtain additional information regarding this SA program, please contact PWGSC at carlos.lee@pwgsc-tpsgc.gc.ca.

ANNEX E

CORPORATE PROFILE

Supplier are invited to complete the following corporate profile. Supplier are encouraged to provide the profile in french and english as this profile will be posted on the Standing Offer Index and Publiservice as part of the general information available for each Identified Users.

Should the supplier have more than one facility in Canada, a description of each location can be provided. Supplier is to restrict their responses to a maximum of 200 words for each of the areas where information is requested. The 200 word maximum will be applicable to each facility. Public Works and Government Services Canada will edit responses to maintain the 200 words maximum.

Supplier are to address each of the points listed. In addition to the basic information requested, Supplier may include whatever information they believe will enhance the understanding of their corporate capabilities.

The corporate profile will not be considered in the evaluation process for this Request for Supply Arrangement and only profiles of authorized supply arrangement holders will be posted.

CORPORATE NAME:

CORPORATE ADDRESS:

The Procurement Business Number (PBN): _____.

PRINCIPAL CONTACT METHODS:

Telephone:

Fax:

E-mail:

Toll-free telephone number:

CORPORATE WEB SITE:

LOCATION OF SHOWROOM

ANNEX G
Excel Spreadsheet – Category and Listing Evaluation

Annex H - General Environmental Criteria Table

The Contractor must meet and continue to meet four out of seven criterions during the entire duration of the contract.

| Green practices within supplier's organization: | Insert a checkmark for each criteria that is met |
|--|---|
| Promotes a paperless environment through directives, procedures and/or programs. | |
| All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client. | |
| Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification. | |
| Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity. | |
| Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program. | |
| A minimum of 50% of office equipment has an energy efficient certification. | |
| Registered to ISO 14001 or has an equivalent environmental management system in place | |

SECTION “D”

QUESTIONS

Canada is seeking industry’s comments on the attached draft RFI. Specifically, industry should address the following questions, as appropriate, in their submission.

Request for Information

1. Are the requirements, as stated in the attached RFI, clear? If not, please indicate what requires further clarification.
2. Are there missing elements / categories / sub categories or services? Please identify.
3. Is the Statement of Work clearly understood? If not, please explain.
4. Are there any suggestions for changes or improvements that you wish to see in the RFSA. Please specify.
5. In reviewing the RFSA, what characteristics of the rental of audio visual/Simultaneous Interpretation equipment have not been addressed?
6. Is the duration of the proposed Supply Arrangement too long or too short? If so, what would you recommend?
7. Have you ever had to deal with a hotel/venue where the hotel had their own in-house provider and required you to use their Service in order to avoid additional costs? How did you mitigate this situation? How do you recommend the Government deal with these situations?
8. Please identify any risks that should be considered by Canada when finalizing the Request For Supply Arrangement (RFSA).
9. Based on the proposed evaluation criteria at Section 4.1.1, do you have any recommendations on how to improve these criteria to ensure the best results for Government and Industry?
10. Do you see any potential obstacles that you would encounter when trying to fulfill a client’s requirement?
11. Is there a minimum dollar value of inventory that is reasonable to maintain? If yes, how much?
12. How many companies at a minimum should be consulted for quotes for each requirement based on the dollar values outlined?
13. Do you agree with the dollar ranges identified in Section 6.3.2?
14. How often should the equipment list be updated?
15. What is the minimum inventory of equipment per category a supplier must have on hand in order to qualify for the supply arrangement?

16. How do we implement a quality satisfaction element within the supply arrangement?
ie vendor performance?
17. If the provinces and municipalities were permitted to use any resultant supply arrangement, would this impact you in any way?
18. Would you agree that a client would not be required to invite you to bid on a requirement if previously they were not satisfied with your service?
19. Is there a minimum number of categories a supplier should be required to supply? As an example, we currently state 4 of 7.
20. Is there a minimum list of equipment a supplier should supply in each category? If yes, how can this be defined and verified?

