



**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

**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

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 Exhibit Material	
Solicitation No. - N° de l'invitation B8825-160562/A	Date 2016-03-04
Client Reference No. - N° de référence du client B8825-16-0562	
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-026-70462	
File No. - N° de dossier cx026.B8825-160562	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-03-18	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: Andruchow(CX Div.), Cassandra	Buyer Id - Id de l'acheteur cx026
Telephone No. - N° de téléphone (613) 993-7846 ()	FAX No. - N° de FAX (613) 991-5870
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF CITIZENSHIP AND IMMIGRATION ATT: SUZANNE ST-DENIS 365 LAURIER W, JETS-19TH FL OTTAWA Ontario K1A1L1 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Work to be performed is detailed under Annex "A" Statement of Work of the resulting contract clauses.

1.2 Debriefings

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 from receipt of the results of the bid solicitation process. The debriefing will be in writing.

1.3 Canadian Content

The requirement is limited to Canadian goods and/or services.

PART 2 - BIDDER INSTRUCTIONS

2.1 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 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.1.1 Basis for Canada's Ownership of Intellectual Property

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

2.1.2 SACC Manual Clauses

SACC Manual Clause A9033T (2010-08-16) Financial Capability
SACC Manual Clause B3000T (2006-06-16) Equivalent Products

2.2 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.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) 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 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 Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

M.1 Requirement and Equivalent Products

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

Equivalent Products:

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

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

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

The Bidder is not required to propose the same brands for all products listed in the Statement of Work.

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

M.2 Financial Proposal

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

4.1.2 Financial Evaluation

The submitted firm prices in Annex "B", Basis of Payment 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.

4.2 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 AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional 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 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 will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

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5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian Services.

The Bidder certifies that:

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

5.2.3.1.1. SACC Manual Clause A3050T (2014-11-27) Canadian Content Definition.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

[2010B \(2015-09-03\)](#), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

The period of the contract is from date of award to **March 30th, 2016**.

6.4.1 Delivery Date

a) All the deliverables must be received at destinations on or before **March 30th, 2016**.

b) Partial deliveries will not be accepted. Only one (1) invoice is to be made which should include the date, name, address, contract number, quantities, description, and special instructions if applicable. The Contractor should call the delivery contact for the location prior to making the shipment.

c) The Contractor must ensure the safe arrival of all deliverables at their final destination by using industry-standard packaging and shipping practices. Packing slips must accompany each shipment. All deliverables remain the responsibility of and at the risk of the Contractor until accepted by Canada in accordance with this Contract. The cost of replacing any units damaged in transit to the final destination is the Contractor's responsibility and units will not be considered delivered on the Delivery Date unless they are undamaged and ready for acceptance.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Cassandra Andruchow

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

Telephone: 613-993-7846
Facsimile: 613-991-5870
E-mail address: cassandra.andruchow@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.

6.5.2 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.

6.5.3 Contractor's Representative

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot prices, as specified in Annex "B" for a cost of \$ _____ (*amount inserted at contract award by Contracting Authority*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

6.7.2 Single Payment

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

6.7.3 Direct Request by Customer Department

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

6.8 Invoicing Instructions

6.8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

6.8.2 Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
AND
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- c. One (1) copy must be forwarded to *contact information is to be provided in the resulting contract*.

6.9 Certifications

6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional 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.

6.9.3 SACC Manual Clauses

SAAC Manual Clause A3060C (2008-05-12) Canadian Content Certification

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2015-09-03) Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____.

6.12 Insurance

SACC Manual Clause G1005C (2008-05-12) Insurance

6.13 SACC Manual Clauses

SACC Manual Clause P1010C (2010-01-11) Quality Levels for Printing
SACC Manual Clause P1005C (2010-01-11) Packaging and Packing of Printed Products
SACC Manual Clause P1016C (2010-01-11) Quality Levels for Binding
SACC Manual Clause B7500C (2006-06-16) Excess Goods
SACC Manual Clause B1000T (2007-11-30) Condition of Material
SACC Manual Clause P1011C (2010-01-11) Quality Levels for Colour Reproduction

ANNEX "A" **STATEMENT OF WORK**

Canada 150 CD1 mini-exhibit

1. SPECIFICATIONS

The contractor must supply Citizenship & Immigration Canada with exhibit material in accordance with the following technical requirements:

1.1 Banner stand

1.1.1 Hardware

- *Pacific 800-S retractable* banner stand; or equivalent
- 31.5" x 83.75";
- Two piece bungeed pole;
- 6" x 9" x 33" padded nylon carry bag;
- Product weighs 13 lbs. with carry bag;
- Quantity: 4

1.1.2 Graphic

- 33.5"W x 79"H (+6")
- Premium graphic panel
- Printed on .07-mil opaque anti-curl media film
- Satin Textured lamination on the front – .05-mil, high quality scuff resistant
- Printed from 4 colour process, bleeds all sides
- Quantity: 4 (3 English, 1 French)

1.1.3 Assembly

- Load graphic in new banner stand

1.2 Exhibit Display

1.2.1 Hardware

- Nomadic C33 Display Frames; or equivalent
- RollEase travel case
- Quantity: 12 (3 sets of 4)

1.2.2 Exhibit Display Murals

- Nomadic C33 Display Murals; or equivalent
 - 3 Front (concave) panel (88.3125"x 89.75")
 - 2 End panel (15"x 89.75")
 - 3 Back (convex) panel (97.5"x 89.75")
- Printed on .07-mil opaque Polyester film
- Emerytex lamination— .05-mil, high quality, lowglare, scuff resistant;
- Printed from 4 colour process, bleeds all sides

-
- Quantity: 16 (4 sets of 4 – 3 English, 1 French)

2. PROOF

High-resolution full-colour proof for client sign off (hardcopy 1/4 size with finished lamination on the front, on same material as on Nomadic [or equivalent] finished product) is required for items 1.1.2 and 1.2.2.

Proof must be sent to the Project Authority for approval. The project authority will return signed proofs to the supplier in 3 working days or less.

3. SUPPLIED BY CIC

The artwork for items 1.1.2 and 1.2.2 will be provided to the Contractor as a PDF file via email upon contract award. The Contractor must allow time in their estimate for verifying the files on the supplied media. The Contractor must contact the Technical Authority immediately if the media varies from the description of the material supplied.

4. PACKAGING

Packing must be in accordance with standard commercial practice to ensure safe delivery at destination.

5. DELIVERY DATE

6. All the deliverables must be received at destinations on or before **March 30th, 2016**.

7. DELIVERY ADDRESS

Downtown Ottawa address to be confirmed.

8. QUALITY ASSURANCE

Quality Assurance by Contractor: The Contractor must perform all necessary quality assurance procedures to ensure the product meets the specified quality levels and specifications of the Annex A Statement of Work.

9. COMPONENTS

All original material supplied (artwork, electronic media) or created during the Contract is deemed to be the property of Canada and must be returned to the Technical Authority at no cost. The Contractor is responsible for the delivery of components to the designated location which may differ from the delivery address or destination(s).

ANNEX "B" BASIS OF PAYMENT

The Bidder is required to submit firm prices in Canadian dollars, GST/HST extra, FOB destination.

The Bidder must provide firm unit prices for **each** line item in Table B.1 below.

Note that for the Shipping line item, the Bidder must provide a firm all-inclusive price for the service. Hourly/daily rates are not acceptable.

Table B.1

Item	Qty	Unit Price (\$)	Total (\$)
Pacific 800-S retractable banner stand hardware, or equivalent, with soft carrying case <ul style="list-style-type: none"> 31.5" x 83.75"; Two piece bungeed pole; 6" x 9" x 33" padded nylon carry bag; Product weighs 13 lbs. with carry bag; 1 year warranty; Box for shipping. 	4		
33.5"Wx79"H (+6") Premium graphic panel <ul style="list-style-type: none"> Printed on .07-mil opaque anti-curl media film 4 colour process Satin Textured lamination on the front – .05-mil, high quality scuff resistant 	4 (3 English, 1 French)		
Nomadic C33 Display Frame, or equivalent, with RollEase travel case	12 (3 sets of 4)		
Nomadic C33 Display Murals, or equivalent <ul style="list-style-type: none"> 3 Front (concave) panel (88.3125"x89.75") 2 End panel (15"x89.75") 3 Back (convex) panel (97.5"x89.75") Printed on .07-mil opaque Polyester film; 4 colour process. Emerytex lamination- .05-mil, high quality, lowglare, scuff resistant; 	16 (4 sets of 4 – 3 English, 1 French)		
Shipping to one location in the National Capital Region	Lot Price	N/A	
Total Firm Price (Excluding GST/HST)			

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ANNEX "C"
EVALUATION GRID

EVALUATION SUMMARY	
MANDATORY REQUIREMENTS: <input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
Mandatories Checked by:	Date:
Overall Comments:	

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

Evaluation Criteria	Met	Not met
M.1 REQUIREMENT AND EQUIVALENT PRODUCTS		
The Bidder must provide specifications and descriptive literature for each proposed product in accordance with the requirement described in Annex "A" Statement of Work, and in accordance with SACC Manual Clause B3000T (2006-06-16) Equivalent Products. The Bidder is not required to propose the same brands for all products listed in the Statement of Work.		
<u>Banner Stands - Pacific 800-S, or equivalent:</u> Make and model offered: Is product equivalent based on specifications provided: <input type="checkbox"/> YES <input type="checkbox"/> NO Is a sample required for evaluation: <input type="checkbox"/> YES <input type="checkbox"/> NO		
<u>Display Frames - Nomadic C33 Display Frames, or equivalent:</u> Make and model offered: Is product equivalent based on specifications provided: <input type="checkbox"/> YES <input type="checkbox"/> NO Is a sample required for evaluation: <input type="checkbox"/> YES <input type="checkbox"/> NO		
<u>Display Murals - Nomadic C33 Display Murals, or equivalent:</u> Product specifications: Is product equivalent based on specifications provided: <input type="checkbox"/> YES <input type="checkbox"/> NO Is a sample required for evaluation: <input type="checkbox"/> YES <input type="checkbox"/> NO		
<u>Comments:</u>		

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

ANNEX "D" to PART 5 - BID SOLICITATION

A DECLARATION FORM IS ONLY REQUIRED WHEN A BIDDER OR ITS AFFILIATE IS UNABLE TO CERTIFY THAT THEY DO NOT HAVE A CONVICTION FOR LISTED OFFENCES.

Declaration of Convicted Offences

2003 Standard Instructions - Goods or Services - Competitive Requirements

For further information on the Standard Instructions - Goods or Services - Competitive Requirements visit the website:

[HTTPS://BUYANDELL.GC.CA/POLICY-AND-GUIDELINES/STANDARD-ACQUISITION-CLAUSES-AND-CONDITIONS-MANUAL/1/2003/20](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/20)

01 (2015-07-03) Integrity Provisions - Bid
10. Declaration of Convicted Offences

Where a Bidder or its Affiliate is unable to certify that it has not been convicted of any of the offences referenced under the Canadian Offences Resulting in Legal Incapacity, the Canadian Offences and the Foreign Offences subsections, the Bidder must provide with its bid the completed [Declaration Form](#), to be given further consideration in the procurement process.

Refer to: 2003 Standard Instructions - Goods or Services - Competitive Requirements
01 (2015-07-03) Integrity Provisions - Bid

Subsections:

- 6. Canadian Offences Resulting in Legal Incapacity
- 7. Canadian Offences
- 8. Foreign Offences

If applicable:

- Please complete the declaration form and put in a **sealed envelope labeled Protected B** to the attention of Integrity, Departmental Oversight Branch, PWGSC, 11 Laurier Street, Place du Portage, Phase III, Tower A, 10A1 – room 108, Gatineau (Québec) Canada, K1A 0S5
- Include the sealed envelope with your bid submission.

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Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Declaration Form

This declaration form must be submitted as part of the [bidding process](#).

- Please complete the declaration form and put in a **sealed envelope labelled protected** to the attention of Integrity, Departmental Oversight Branch, PWGSC.
- Include the sealed envelope with your bid submission.

Complete Legal Name of Company:	
Company's address:	
Company's PBN number:	
Bid number:	
Date of the bid: (YY-MM-DD)	

Have you ever, as the bidder, your affiliates or as one of your directors, been convicted or have pleaded guilty of an offence in Canada or similar offence elsewhere under any of the following provisions ¹ :			
	Yes	No	Comments
Financial Administration Act 80(1) d): False entry, certificate or return 80(2): Fraud against Her Majesty 154.01: Fraud against Her Majesty	<input type="checkbox"/>	<input type="checkbox"/>	
Criminal Code 121: Frauds on the government and contractor subscribing to election fund 124: Selling or Purchasing Office 380: Fraud - committed against Her Majesty 418: Selling defective stores to Her Majesty	<input type="checkbox"/>	<input type="checkbox"/>	
In the last 3 years, have you, as the bidder, your affiliates or one of your directors, been convicted or have pleaded guilty of an offence in Canada or elsewhere under any of the following provisions¹:			
	Yes	No	Comments
Criminal Code 119: Bribery of judicial officers,... 120: Bribery of officers 346: Extortion 366 to 368: Forgery and other offences resembling forgery 382: Fraudulent manipulation of stock exchange transactions 382.1: Prohibited insider trading 397: Falsification of books and documents 422: Criminal breach of Contract 426: Secret commissions 462.31: Laundering proceeds of crime 467.11 to 467.13: Participation in activities of criminal organization	<input type="checkbox"/>	<input type="checkbox"/>	
Competition Act 45: Conspiracies, agreements or arrangements between competitors 46: Foreign directives 47: Bid rigging 49: Agreements or arrangements of federal financial institutions	<input type="checkbox"/>	<input type="checkbox"/>	

¹ for which no pardon or equivalent has been received

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Public Works and
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Canada

Declaration Form

52: False or misleading representation 53: Deceptive notice of winning a prize		
	Yes	No
Corruption of Foreign Public Officials Act 3: Bribing a foreign public official 4: Accounting 5: Offence committed outside Canada	<input type="checkbox"/>	<input type="checkbox"/>
Controlled Drugs and Substance Act 5: Trafficking in substance 6: Importing and exporting 7: Production of substance	<input type="checkbox"/>	<input type="checkbox"/>
Other Acts 239: False or deceptive statements of the Income Tax Act 327: False or deceptive statements of the Excise Tax Act	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comment

☐ I, (name) _____, (position) _____, of (company name – bidder) _____ authorise PWGSC to collect and use the information provided, in addition to any other information that may be required to make a determination of ineligibility and to publicly disseminate the results.

☐ I, (name) _____, (position) _____, of (company name – bidder) _____ certify that the information provided in this form is, to the best of my knowledge, true and complete. Moreover, I am aware that any erroneous or missing information could result in the cancellation of my bid as well as a determination of ineligibility/suspension.

We appreciate your interest in doing business with the Government of Canada and your understanding on the additional steps that we need to take to protect the integrity of PWGSC's procurement process.