



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des soumissions  
- TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**SOLICITATION AMENDMENT**

**MODIFICATION DE L'INVITATION**

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

<b>Title - Sujet</b> Audio Visual Professional Services	
<b>Solicitation No. - N° de l'invitation</b> W8482-168239/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> W8482-16-8239	<b>Date</b> 2016-08-23
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-026-71407	
<b>File No. - N° de dossier</b> cx026.W8482-168239	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-08-31</b>	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Andruchow(CX Div.), Cassandra	<b>Buyer Id - Id de l'acheteur</b> cx026
<b>Telephone No. - N° de téléphone</b> (613) 993-7846 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See Herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**AMENDMENT 002**

This amendment is raised in order to address bidder questions received as of August 19<sup>th</sup>, 2016:

Question 1: I see that one of the requirements in the "background" for this project is we must have an office in the National Capital Region. Being based in Toronto and having served an ongoing client in Ottawa for over a year, we have traveled and shot many productions in Ottawa and Quebec, having provided post-production out of our office in Toronto. Would this result in the disqualification of our bid?

Response 1: Mandatory Criteria M.1 Production Facility states the following: The Bidder must have a fully equipped, technologically current digital HD/UHD audio/video production and post-production facility located in the "National Capital Region" (NCR) as defined by the National Capital Act. The Bidder must provide a description of the facility, including principal sound and vision editing systems (hardware and software), it will use to perform the work outlined in the RFP. Bids not meeting all of the mandatory requirements will be declare non-responsive and given no further consideration.

Question 2: For column "A" (Estimated # of hours per year for evaluation purposes), does DND want Bidders to estimate the number of hours each resource will be needed by DND each year? The financial is based on day rates as in column B as would be our proposed estimated cost response to Task Authorizations (TAs). The way we are interpreting the financial - it asks to multiply the estimated # hours per year (A) by the price per unit of Measure (B) but the (B) column is a day rate not an hourly rate?

Response 2: Bidders must propose a price **per unit of measure**. The estimated hours/units/minutes/days/words per year is used for evaluation purposes only, and no calculation is required by the Bidders. Bidders should only fill out the "Price Per Unit of Measure" columns B, D, and E. The Excel Spreadsheet should state "# of hours/days/minutes/units/words per year for evaluation purposes" and not "# of hours per year for evaluation purposes". The Excel Spreadsheet will be amended to reflect this shortly.

Question 3: Can we expand the financial (Annex B) by splitting personnel line items from equipment line items? For eg. Camera, lighting, audio, cameraman is all one line. We suggest these should be itemized separately. It is difficult to budget a crew and equipment in one line item without a specific scope of work. Packages are built according to a production's need.

Response 3: Based on past experience and future projections, it was concluded that a full package as stated in the Basis of Payment would be the more likely required need.

Question 4: For the voice over it is asked to provide the French union UDA rate but not the English ACTRA rate?

Response 4: An English ACTRA rate is not required.

Question 5: For transcription and translation it is asked to provide a day rate. These services are usually measured by either minutes of video runtime or per word count. We are not sure how to estimate a per day rate as these services are not broken down this way.

Response 5: For transcription and translation, the unit of measure will be changed to "per word". The Excel Spreadsheet will be amended to reflect this shortly.

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN THE SAME.**