



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

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

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

Comments - Commentaires

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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

Title - Sujet Events Planning and Management		
Solicitation No. - N° de l'invitation C1111-160032/A		Amendment No. - N° modif. 005
Client Reference No. - N° de référence du client C1111-16-0032		Date 2016-11-18
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-027-71814		
File No. - N° de dossier cx027.C1111-160032	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-11-29		Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Buck(CX Div.), Daniel		Buyer Id - Id de l'acheteur cx027
Telephone No. - N° de téléphone (613) 998-8582 ()		FAX No. - N° de FAX (613) 991-5870
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:		

Instructions: See Herein

Instructions: Voir aux présentes

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

AMENDMENT 005

The purpose of this amendment is to:

Part A) Respond to bidder's questions:

Question 17: Section 2: financial submission: is the appendix B sufficient or do you wish a more detailed budget?

Answer 17: Bidders must submit their financial bid in accordance with the "Basis of Payment in Annex "B". As stated in the Annex "B" Basis of Payment, The Bidder must provide firm all-inclusive prices for each of the Categories of Service (Project Steps) included in Table B.1 below. Failure to price any of the categories of service included in Table B.1, will result in a bid being declared non-responsive.

Question 18: Thank you for confirming that our submission will have to consist of 3 different sections:
Section 1 Technical: corresponding to points M.2 to M.5 in the assessment grid. M.5 including the phase 1 and the phase 2 which is optional.

Section 2 Financial which includes the point M.1 (Appendix B)

Section 3 Certificates (Section 5, 6, 7)

Answer 18: Please refer to Part 3 – Bid Preparation Instructions.

Question 19: May we submit more than three event management projects for consideration?

Answer 19: As stated in M.3.1 The Bidder must provide a detailed description of three (3) event management projects. The event management projects described must demonstrate the experience of the Bidder. Projects submitted where the work was performed by one (1) or more of the Bidder's resources on behalf of another firm will not be accepted. Bidders choosing to submit more than three event management projects must identify the three (3) event management projects to be evaluated.

Question 20: Must the roles of the key team members be exactly as laid out in the RFP on page 12?

Answer 20: Yes, please refer to M.4 Project Plan & Reporting Structure.

Question 21: On page 14 at the bottom, R.1.2.2 makes mention of the shows "and all other preliminary performances." Can you please specify what these performances will be?

Answer 21: It refers to all other artistic performances and performers that will be part of the shows. The word "preliminary" should not be considered as part of the text in R.1.2.1; it was entered incorrectly.

Question 22: The value-added component is rated as a factor of its "firm price." Is this its cost, or its value? For example, an initiative could have an implementation cost of \$5,000, but its quantifiable value in terms of exposure and visibility could be \$100,000. Which number is used in the scoring calculation?

Answer 22: For the purpose of the evaluation, we will use the quantifiable value of the value-added component.

Question 23: May we submit more than one idea for the value added component?

Answer 23: Yes, Bidders may submit more than one value added component. Please refer to table B.2.

Question 24: On the bottom of page 36 it specifies that "a minimum of three performance areas" will be required throughout the day/evening. Can you please specify what exactly is required for a "performance area" in terms of staging, lighting, video etc?

Answer 24: All performing areas will need to be equipped with proper staging, lighting and video.

Question 25: On page 53 it states that "the Value Added components must be provided at no charge to the Crown." What are the permitted methods of financing the value-added component?

Answer 25: The Value Added components must be provided at no charge to the Crown. It is up to the company to determine the method of financing; however, if a third party method is involved it must not be in conflict with PCH's sponsors and partners. No third party visibility can be accorded on Parliament Hill.

Question 26: What are the responsibilities of the Event Production Team when it comes to securing a broadcaster for the shows and negotiating a broadcast deal?

Answer 26: The responsibility of securing a broadcaster for the shows and negotiating a broadcast deal resides with PCH.

Question 27: Where do the resulting broadcast rights reside?

Answer 27: The responsibility of the broadcasting rights resides with the Event Production team.

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL (RFP) REMAIN UNCHANGED.