



**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> Events Planning and Management		
<b>Solicitation No. - N° de l'invitation</b> C1111-160032/A		<b>Amendment No. - N° modif.</b> 009
<b>Client Reference No. - N° de référence du client</b> C1111-16-0032		<b>Date</b> 2016-11-29
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-027-71814		
<b>File No. - N° de dossier</b> cx027.C1111-160032	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-12-05</b>		<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Buck(CX Div.), Daniel		<b>Buyer Id - Id de l'acheteur</b> cx027
<b>Telephone No. - N° de téléphone</b> (613) 998-8582 ( )		<b>FAX No. - N° de FAX</b> (613) 991-5870
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>		

**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 009

The purpose of this amendment is to:

- a) response to bidder's questions; and
- b) make amendments to the Request for Proposal C1111-160032/A.

### A) RESPONSE TO BIDDER'S QUESTIONS:

**Question 33:** Section 5.1.1 – Integrity Provisions- Declaration of Convicted Offences

• Is there a form we need to fill out that can be found online? Or would an affidavit from our company verifying we do not have any offences suffice?

**Answer 33:** Please refer to subsection 01 (2016-04-04) Integrity provision – bid of the 2003 Standard Instruction – Goods or Services – Competitive Requirements. Please note that the 2003 (2016-04-04) Standard Instruction – Goods or Services – Competitive Requirements are found in Part 2 - Bidder Instructions, subsection 2.1 Standard Instructions Clauses and Conditions.

**Question 34:** Section 5.2.1 – Integrity Provisions – Required Documentation

• What documentation do you need if we don't have any charges or offences against us? I couldn't find any documentation online to fill out?

**Answer 34:** As stated in Part 5 – Certification and Additional Information, subsection 5.1.1 Integrity Provision – Declaration of Convicted Offences, in accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, **as applicable**, to be given further consideration in the procurement process.

An Integrity declaration form must be submitted **only** when:

1. the supplier, one of its affiliates or a proposed first-tier subcontractor has been charged with or convicted of a criminal offence in a country other than Canada that, to the best of the supplier's knowledge and belief, may be similar to one of the listed offences in the [Ineligibility and Suspension Policy](#); and/or
2. the supplier is unable to provide any of the certifications required by the [Integrity provisions](#).

**Question 35:** Section 5.2.2 – FCP for Employment Equity – Bid Certification

• How are we to verify with the Government that our company is a) not a joint venture; and b) not applicable for Employment Equity because we have less than 100 permanent full-time and permanent part-time employees? Again, is there a form I'm missing that we need to fill out?

**Answer 35:** As stated in Part 5 – Certification and Additional Information, subsection 5.2.2 Federal Contractors Program for Employment Equity – Bid Certification, the Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture. The Federal Contractors Program for Employment Equity – Certification can be found in Annex D of the Request for Proposal. Please see change to Part 5 – Certification and Additional Information in Part B of the amendment.

**Question 36:** Canadian Content Certification

• How are we to submit this properly? What do you need from us to verify this?

**Answer 36:** Bidders must complete the Canadian Content Certification found in Part 5 – Certification and Additional Information, subsection 5.2.3.1 Canadian Content Certification. Bidders should submit this certification completed with their bid.

**Question 37:** Would the verification and declaration of our position on these points be satisfied with an affidavit?

**Answer 37:** Bidders must provide the required certifications and additional information as specified in Part 2, Part 5 and the Annex D to Part 5 of the request for proposal.

**Question 38:** Could you please clarify who is the Event Production Team?

**Answer 38:** The Event Production Team is the Contractor who will win this competitive process.

**Question 39:** Did we have to sign and return all the first pages of every amendment (8 as of today), in addition to the original request?

**Answer 39:** No, it's not necessary to sign and return all the first pages of every amendment, in addition to the original request. Section 05 of the 2003 Standard Instructions states that "Canada requires that each bid, at closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 17."

**Part B) Revise the following:**

**1. At Part 5 – Certifications and Additional Information, subsection 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification:**

**Delete in it's entirety and replace with:**

**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" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL REMAIN UNCHANGED.**