

CANADIAN HERITAGE

REQUEST FOR PROPOSALS

REQUEST NUMBER: 10161647

TITLE OF PROJECT: International transportation of Canadian participants, leaving from Montreal, to take part in the 8th edition of the Jeux de la Francophonie, to be held from July 21 to 30, 2017, in Abidjan, Ivory Coast.

REQUEST DATE: January 31st, 2017

CLOSING DATE AND TIME: February 20th, 2017, 2:00 p.m., EST

ADDRESS ALL ENQUIRIES: Daniel Michaud
Procurement and Contract Specialist
Contracting and Materiel Management
Canadian Heritage
Telephone: 819-994-5122
Email: PCH.contrats-contracting.PCH@canada.ca

The Department of Canadian Heritage (PCH) has a requirement for the above services to be carried out in accordance with the Statement of Work attached hereto as Annex "A". The services are to be performed during the period commencing upon the date of award of the contract and are to be completed by September 15, 2017 as detailed in the Statements of Work.

If you are interested in undertaking this project, your sealed proposal, clearly indicating the title of the work and addressed to the undersigned will be received up to 2 p.m., EST, February 20th, 2017, at:

Mail room / Bid Receiving
RFP: 10161647
Attention: Daniel Michaud
15 Eddy Street, 2nd Floor (15-2-C)
Gatineau, Quebec
K1A 0M5

It is the Bidder's responsibility to ensure that their proposals are delivered to the above noted tender address no later than the time and date specified.

Bidder's wishing to submit a proposal are requested to complete the attached Service of Offer in Annex "D".

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Financial and Technical Criteria's and the Offer of service form.

The attachments include:

- Attachment 1 – Table of itineraries/flights
- Attachment 2 – Table of terms and conditions

2. Summary

In connection with the 8th edition of the Jeux de la Francophonie, to be held in 2017, Canadian Heritage is seeking an international air carrier (and partners if applicable) to transport, between Montreal and Abidjan, Ivory Coast, approximately 312 participants in the Canada, Canada-Quebec and Canada-New Brunswick teams, with departures scheduled between July 10 and 19 and returns between July 31 and August 3, 2017.

3. 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 may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

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** (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

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.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than four (4) 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.

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, Québec or New-Brunswick.

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

1. Bid Preparation Instructions

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

Section I: Technical Bid - four (4) hard copies;
Section II: Financial Bid – one (1) hard copy; and
Section III: Certifications – one (1) hard copy.

Total prices must be shown in the Basis of Payment in Annex “B” only. No prices must appear 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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Mandatory criteria: bidders must meet all the mandatory criteria in Annex C and provide all the information requested.

Rated criteria: bidders must clearly, concisely and fully complete attachments 1 and 2 in Annex “C” for their bid to be evaluated.

Section II: Financial Bid

Bidders must tender their financial bid by completing all the tables in **Attachment 1** – Table of itineraries/flights.

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex "C".

1.2 Financial Evaluation

For the purposes of bid evaluation and contractor selection, the assessed price of a bid will be determined in accordance with the price schedule detailed in Annex "B".

2. Basis of Selection- Highest Combined Rating of Technical Merit and Price

SACC Manual Clause A0027T (2012-07-16), Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory criteria; and
 - c. obtain the minimum number of 70% (147 points out of 210 points) for all rated technical evaluation criteria.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

8. Bidders should note that all contracts are subject to PCH's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Notwithstanding that a bidder may have been recommended for contract award, issuance of any contract will be contingent upon internal approval. If such approval is not given, no contract will be awarded.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 225 and the lowest evaluated price is \$500,000.00 (500).

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		200/225	175/225	210/225
Bid Evaluated Price		\$500,000	\$580,000	\$552,000
Calculations	Technical Merit Score	$200/225 \times 60 = 53.33$	$175/225 \times 60 = 46.67$	$210/225 \times 60 = 56$
	Pricing Score	$500/500 \times 40 = 40$	$500/580 \times 40 = 34.48$	$500/552 \times 40 = 36.23$
Combined Rating		93.33	81.15	92.23
Overall Rating		1	3	2

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. Unless specified otherwise, 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.

1. Certifications Required with the Bid

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

1.1 Integrity Provisions - 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.

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 specified will render the bid non-responsive.

2.1 Integrity Provisions – Required Documentation

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 the required documentation, as applicable, to be given further consideration in the procurement process.

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).

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.

PART 6 - A RESULTING CONTRACT CLAUSES FOR THE GOVERNMENT OF CANADA

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

1. Statement of Work

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

2. 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.

2.1 General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirements

There is no security requirement applicable to the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of contract award to September 15, 2017 inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Daniel Michaud
Procurement and Contract Specialist
Contracting and Materiel Management Directorate
Department of Canadian Heritage
15 Eddy Street, 9th Floor (15-9-G)
Gatineau, QC K1A 0M5

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.

5.2 Project Authority

The Project Authority for the Contract is: (To be inserted at contract award)

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.

5.3 Contractor's Representative

(To be inserted at contract award)

6. Proactive Disclosure of Contracts with Former Public Servants (To be deleted if not applicable)

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.

7. Payment

7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determined in accordance with the Basis of Payment in Annex B , to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included, and Applicable Taxes are extra.

7.2 Canada's Total Liability

Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ [*To be inserted at contract award*] . Customs duties are Included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or

- b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Method of Payment - Monthly payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

8. Invoicing Instructions

- 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.
- 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.

9. Certifications and Additional Information

9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

10. Applicable Laws

The Contract 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 Bidder in its bid, if applicable.*)

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 2035 (2016-04-04) - Higher Complexity - Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____, (to be inserted at contract award)

12. Official Languages

The Department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Project Authority before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

13. Green Procurement

The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.

It is desirable that the Contractor, in provisioning the Service, procure electronic equipment, such as computer equipment, peripherals and telephony equipment, that meet the most current ENERGY STAR technical specifications for energy efficiency and other environmental specifications such as ISO 14000, WEEE, RoSH, EPEAT and IEEE 1680 standards, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor, in provisioning the Service, procures equipment and implements solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor abide by the guidelines set by the Electronics Product Stewardship Canada's organization for the disposal and recycling of electronic products owned by the Contractor and used to deliver the Service whether this equipment is located on the Contractor's premises or on GC customer premises.

PART 6 - B RESULTING CONTRACT CLAUSES FOR THE GOVERNMENT OF NEW-BRUNSWICK

The Government of New Brunswick intends to apply the same clauses and conditions as those used by the Government of Canada for its solicitation and to adhere to the essence of the terms thereof.

Amendments may be made when the contract is awarded in order to comply with provincial legislation.

PART 6 – C RESULTING CONTRACT CLAUSES FOR THE GOVERNMENT OF QUÉBEC

The Government of Québec intends to apply the same clauses and conditions as those used by the Government of Canada for its solicitation and to adhere to the essence of the terms thereof.

Amendments may be made when the contract is awarded in order to comply with provincial legislation.

ANNEX "A"

STATEMENT OF WORK

SW1 TITLE

- 1.0 International transportation between Montreal and Abidjan, Ivory Coast, for Canadian participants taking part in the 8th edition of the *Jeux de la Francophonie* from July 21 to 30, 2017.

SW2 BACKGROUND

- 2.0 The *Jeux de la Francophonie* were established in 1987 by the heads of state and of government assembled at the Quebec Summit. They are held every four years and are unique in that they feature cultural as well as sporting competitions.
- 2.1 The eighth edition of the *Jeux de la Francophonie* will take place in Abidjan, Ivory Coast, from July 21 to 30, 2017. A delegation of nearly 350 Canadian artists and athletes (18-35 years old) will join some 3,000 participants from 50 or so countries and jurisdictions of the international Francophonie taking part in these games. This Canadian delegation consists of three separate teams: Canada, Canada-Quebec and Canada-New Brunswick. The governments of Canada, Quebec and New Brunswick are responsible for their respective teams.
- 2.2 The following disciplines will be featured in the Games:

Sporting competitions:

- Athletics
- Para-athletics
- Basketball
- Football (soccer)
- Judo
- Wrestling
- Table tennis
- Road cycling

Cultural competitions:

- Plastic and visual arts
- Street art
- Song
- Storytelling
- Creative dance
- Literature
- Photography
- Ecological creation
- Digital creation

SW3 OBJECTIVES

- 3.0 The Government of Canada is seeking an international air carrier (and partners if applicable) to transport, between Montreal and Abidjan, Ivory Coast, approximately 312 participants in the Canada, Canada-Quebec and Canada-New Brunswick teams, with departures scheduled between July 10 and 19 and returns between July 31 and August 3, 2017.

- 3.1 Bidders must sign a contract with each of the governments, since each is responsible for managing and paying for its own block of seats.

SW4 WORK TO BE DONE

4.0 The Contractor must:

- apportion the seats in blocks by team (and by discipline) from the provided by the project authorities;
- regularly update project authorities on the conditions and deadlines to be met to avoid penalties;
- prepare a weekly report for project authorities on the status of the block seat bookings;
- work closely with the project authorities of the governments of Quebec, New Brunswick and Canada and their various sporting and cultural organizations;
- inform project authorities of any problems that may arise with sporting and cultural organizations;
- issue airline tickets and e-mail them to the governments and/or agencies involved as instructed by project authorities;
- account separately for the expenses of each government in accordance with the invoicing conditions stipulated;
- from the signing of the Contract to July 10, 2017, assign one or more bilingual agent(s) specifically to each of the three teams and their sporting and cultural organizations to act as point of contact for reservations in the pre-assigned block of seats. Provide one or more e-mail addresses, a facsimile number and a Canada-wide toll-free telephone number where they can be reached at least during regular weekday business hours (9:00 am to 6:00 pm EST);
- from July 10 to August 3, 2017, assign an agent to handle last-minute changes, to be available from 9:00 am to 6:00 pm (local time in Abidjan) and provide an e-mail address and toll-free telephone number where he/she can be reached. Also provide an international toll-free number for emergencies outside regular business hours, including weekends;
- ensure liaison with partners, as necessary, and act as single point of contact with the three project authorities and their sporting and cultural organizations;
- comply with article 19 of the Montreal Convention on Carriage by Air with regard to serious delays and flight cancellations.

SW5 DELIVERABLES

- 5.0 The supplier must:
- 5.0.1 provide the project authorities of each government with a weekly report (day to be determined jointly) on the status of the block seat bookings;
 - 5.0.2 issue airline tickets and send them by e-mail to the governments/organizations concerned in accordance with the conditions stipulated. This information will be confirmed on award of the contracts.
 - 5.0.3 invoice each government according to the block bookings of their respective teams and in accordance with the conditions stipulated.
- 5.1 The total number of seats is estimated at 312 and may be revised on signing of the contracts. The anticipated breakdown of seats by government is:
- Team Canada: 144
 - Team Canada-Quebec: 120
 - Team Canada-New Brunswick: 48
- 5.2 The project authorities for each government reserve the right to reduce the total number of seats by up to 20% on signing of the contracts. Thereafter, the project authorities may reduce the number of seats in accordance with the terms and conditions set by the carrier.

SW6 ROLES AND RESPONSIBILITIES

- 6.0 The role of each government's project authority will be to:
- apportion the seats reserved by the carrier in blocks by team (and by discipline) and give this information to the carrier;
 - with the carrier's agent(s), manage the blocks of seats of their respective teams in accordance with the conditions stipulated;
 - provide their sporting and cultural organizations, as applicable, with the procedures to contact directly the booking agent(s) responsible for their blocks of seats;
 - answer questions from the accredited agent(s) regarding management of their block of seats;
 - review weekly reports submitted by booking agent(s) and report any divergence or error;
 - ensure liaison with sporting and cultural organizations, as applicable, to ensure compliance with certain deadlines in accordance with the conditions stipulated;
 - resolve any problems that may arise between booking agent(s) and their sporting and cultural organizations; and
 - review invoices for their respective blocks of seats and approve them for payment.

SW7 PROJECT MANAGEMENT CONTROL PROCEDURES

- 7.0 Throughout the duration of the work, the Contractor must maintain regular communication with the project authorities of Canada, Quebec and New Brunswick by telephone, e-mail or in person to ensure the smooth progress of the project. The Contractor must be available to participate in conference calls, as needed, with project authorities.
- 7.1 The Contractor undertakes to collaborate fully with the governments of Canada, Quebec and New Brunswick in the performance of their respective contracts and to heed all instructions and recommendations relating to the preparation and execution of the work assigned.

ANNEX "B" BASIS OF PAYMENT

The Contractor will be paid in accordance with the following terms of payment for services provided under contracts with the Government of Canada, the Government of New Brunswick and the Government of Quebec.

A- Term of contracts (from date of signing of contracts until September 15, 2017)

For work performed pursuant to the contracts, the Contractor will be paid according to the prices per person shown in tables 1 to 11 of Attachment 1 – Table of Itineraries/Flights and Attachment 2 – Table of Terms and Conditions.

Price Schedule for the purposes of financial evaluation

A TOTAL OF TABLES	B NUMBER OF PASSENGERS (ECONOMY CLASS)	C ALL INCLUSIVE PRICE PER PERSON (CDN \$)	B x C TOTAL PRICE (CDN \$)
TABLE 1	160	\$	\$
TABLE 2	65	\$	\$
TABLE 3	19	\$	\$
TABLE 4	24	\$	\$
TABLE 5	2	\$	\$
TABLE 6	5	\$	\$
TABLE 7	5	\$	\$
TABLE 8	13	\$	\$
TABLE 9	5	\$	\$
TABLE 10	14	\$	\$
TABLE 11	S/O	S/O	S/O
TOTAL			

ANNEX “C” TECHNICAL CRITERIA

1.1 Mandatory technical criteria (MC)

Bids must meet the mandatory technical criteria listed below. Bidders must provide the information needed to demonstrate that they meet this requirement.

Bids that do not meet the mandatory technical criteria will be declared non-responsive.

No.	Mandatory technical criteria	YES	NO
MC1	Bidders must certify in writing by signing Annex “D” – Service Offer that they: <ul style="list-style-type: none"> - are able to serve clients in both official languages (French and English) and that the resources assigned to the project are able to communicate in both official languages (French and English). - have set aside and guaranteed the number of seats proposed by itinerary in Attachment 1 for a period of 14 working days from the closing date and time of the bid solicitation. 		
MC2	Bidders must provide the résumé (CV) of the bilingual manager assigned to the project. The CV should demonstrate that the project manager has at least five (5) years’ experience, acquired over the last 15 years, in managing group air travel projects.		

1.2 Rated technical criteria (TC)

Bids will be evaluated and rated as shown in the table below. Each criterion must be assessed separately.

Criterion A – Tables of itineraries/flights (Attachment 1)		Maximum score																																													
TC A1	<p>Bidders will be evaluated on the basis of the number of round trip itineraries needed to transport all participants in Table 1 and Table 2 there and back.</p> <p><u>Evaluation sheet</u></p> <table border="1"> <thead> <tr> <th>Table 1</th> <th>Proposed itineraries</th> <th>Number</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td></td> <td>outbound</td> <td></td> <td></td> </tr> <tr> <td></td> <td>return</td> <td></td> <td></td> </tr> <tr> <th>Table 2</th> <th>Proposed itineraries</th> <th>Number</th> <th>Score</th> </tr> <tr> <td></td> <td>outbound</td> <td></td> <td></td> </tr> <tr> <td></td> <td>return</td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL</td> <td>pts</td> </tr> </tbody> </table> <p><u>Scale</u></p> <table border="1"> <tbody> <tr> <td rowspan="2">One itinerary to fill all seats</td> <td>25 points -outbound</td> </tr> <tr> <td>25 points - return</td> </tr> <tr> <td rowspan="2">Two itineraries to fill all seats</td> <td>20 points -outbound</td> </tr> <tr> <td>20 points - return</td> </tr> <tr> <td rowspan="2">Three itineraries to fill all seats</td> <td>15 points -outbound</td> </tr> <tr> <td>15 points - return</td> </tr> <tr> <td rowspan="2">Four itineraries to fill all seats</td> <td>10 points -outbound</td> </tr> <tr> <td>10 points per return</td> </tr> <tr> <td rowspan="2">Five itineraries to fill all seats</td> <td>5 points - outboundt</td> </tr> <tr> <td>5 points per return</td> </tr> <tr> <td>More than five itineraries to fill all seats</td> <td>0 point</td> </tr> </tbody> </table>	Table 1	Proposed itineraries	Number	Score		outbound				return			Table 2	Proposed itineraries	Number	Score		outbound				return			TOTAL			pts	One itinerary to fill all seats	25 points -outbound	25 points - return	Two itineraries to fill all seats	20 points -outbound	20 points - return	Three itineraries to fill all seats	15 points -outbound	15 points - return	Four itineraries to fill all seats	10 points -outbound	10 points per return	Five itineraries to fill all seats	5 points - outboundt	5 points per return	More than five itineraries to fill all seats	0 point	/100
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More than five itineraries to fill all seats	0 point																																														

TC A2	<p>Bidders will be evaluated on the basis of the total number of stopovers scheduled in <u>column 4</u> for all itineraries (round trip) proposed in tables 1 and 2.</p> <p><u>Evaluation sheet</u></p>			/20		
	Table 1	Total stopovers round trip for all proposed itineraries				
	Table 2	Total stopovers round trip for all proposed itineraries				
	TOTAL					pts
	<u>Scale</u>					
	4 stopovers to ≤6 stopovers				20 points	
7 stopovers to ≤10 stopovers			10 points			
11 stopovers to ≤14 stopovers			5 points			
15 stopovers and more			0 point			

TC A3	<p>Total trip time</p> <p>Bidders will be evaluated on the basis of the average total travel time, round trip (including stopovers), in <u>column 5</u> for all itineraries proposed in tables 1 to 10.</p> <p>The average will be calculated by adding all round trip travel times in column 5 and dividing by the total number of round trip itineraries needed to fill all the seats shown in column 1 for each of the tables.</p> <p><u>Evaluation sheet</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th></th> <th style="text-align: center;">Total column 5</th> <th style="text-align: center;">Total column 1</th> </tr> </thead> <tbody> <tr><td>Table 1</td><td></td><td></td></tr> <tr><td>Table 2</td><td></td><td></td></tr> <tr><td>Table 3</td><td></td><td></td></tr> <tr><td>Table 4</td><td></td><td></td></tr> <tr><td>Table 5</td><td></td><td></td></tr> <tr><td>Table 6</td><td></td><td></td></tr> <tr><td>Table 7</td><td></td><td></td></tr> <tr><td>Table 8</td><td></td><td></td></tr> <tr><td>Table 9</td><td></td><td></td></tr> <tr><td>Table 10</td><td></td><td></td></tr> <tr style="background-color: #cccccc;"><td>TOTAL</td><td></td><td></td></tr> <tr style="background-color: #cccccc;"><td>Column 5 divided by column 1 =</td><td></td><td style="text-align: right;">pts</td></tr> </tbody> </table> <p><u>Scale</u></p> <p>The average is less than 17 h 59 - 15 points The average is between 18 hours and 22 h 59 - 10 points The average is between 23 hours and 27 h 59 - 5 points The average exceeds 28 hours - 0 point</p>		Total column 5	Total column 1	Table 1			Table 2			Table 3			Table 4			Table 5			Table 6			Table 7			Table 8			Table 9			Table 10			TOTAL			Column 5 divided by column 1 =		pts	
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TC B1	<p>Cost/benefit ratio: The information in Attachment 2 will be assessed subjectively, meaning that a comparative analysis of the conditions/terms proposed by the various bidders will be conducted to identify those that are most advantageous and least costly. The bidder offering the best cost/benefit ratio will be awarded maximum points. It is therefore important to be precise, especially on timetables, costs and any penalties that may apply.</p> <p>Scale* The cost/benefit ratio is excellent - 75 points The cost/benefit ratio is very good - 50 points The cost/benefit ratio is good – 25 points The cost/benefit ratio is minimal - 0 point</p>	<p style="text-align: center;">/75</p>
TOTAL POINTS FOR CRITERION B.		/75
	<p><u>Definition of cost/benefit ratio levels for TC B1:</u> Cost/benefit ratio levels will be determined as follows: 75 points: Excellent: the bidder offering the largest number of advantageous/least costly terms and conditions 50 points: Very good: the bidder ranked second on number of advantageous/least costly terms and conditions 25 points: Good: the bidder ranked third on number of advantageous/least costly terms and conditions 0 point: Least: bidders ranked lower than third on number of advantageous/least costly terms and conditions</p>	
		Total points
TOTAL FOR CRITERION A		/135
TOTAL FOR CRITERION B		/75
GRAND TOTAL (Passing score: 147 points – 70%)		/210

ANNEX « D » OFFER OF SERVICE FORM

REQUEST FOR PROPOSAL 10161647

<i>(to be filled in by Bidder)</i>	
Bidder's full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Bidder's Procurement Business Number (PBN) <i>(see the <i>Standard Instructions 2003</i>)</i>	
Bidder's GST/HST/QST number	
Tax rate to be charged on any resulting contract	Specify percentage: _____ %
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 2 of the bid solicitation for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers that it has the requisite competencies and that its services are capable of meeting the mandatory requirements described in the solicitation;
2. the bidder confirms that it is able to serve clients in both official languages (French and English) and that the resources assigned to the project are able to communicate in both languages (French and English).
3. The bidder confirms that it has set aside and guaranteed the number of seats proposed by itinerary in **Attachment 1** for a period of 14 working days from the closing date and time of the solicitation.
4. This bid is valid for the time stipulated in the solicitation;
5. all information provided in the bid is complete, true and accurate; and
6. if a contract is awarded to the bidder, the latter will comply with all the terms set out in the clauses concerning resulting contracts in Part 6 of this document and included in the solicitation.

Signature of Authorized Representative of Bidder