



**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**

Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
7B3, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Audio Visual Services	
<b>Solicitation No. - N° de l'invitation</b> EH713-181237/A	<b>Date</b> 2017-09-18
<b>Client Reference No. - N° de référence du client</b> 20181237	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-458-73442	
<b>File No. - N° de dossier</b> hn458.EH713-181237	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-10-10</b>	<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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> Lee, Carlos	<b>Buyer Id - Id de l'acheteur</b> hn458
<b>Telephone No. - N° de téléphone</b> (819) 420-0336 ( )	<b>FAX No. - N° de FAX</b> (819) 953-4944
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<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 (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>



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Audio Visual Services As detailed in the attached Annex's	EN414	EH713	1	LOT	\$XXXXXXXXXXXXX	See Herein	

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Statement of Work**

The contractor must provide the goods/services in accordance with the technical requirements as detailed in the Annex's listed herein.

#### **2.1 Delivery Requirement**

The Conference will be held on November 15 – 16, 2017 at the Vancouver Convention Centre (VCC), British Columbia.

### **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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **4. Trade Agreements**

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).



## 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) (<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 (2017-04-17) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days  
Insert: ninety (90) calendar days

#### 1.1 SACC Manual Clauses

SACC Reference	Section	Date
A9033T	Financial Capability	2012-07-16

### 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.



### **3. 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### **4. 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**

### **1. Bid Preparation Instructions**

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid ( 1 hard copy)

Section III: Certifications ( 1 hard copy)

Section IV: Additional Information ( 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 are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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. The total amount of Applicable Taxes must be shown separately.

### **1.1 Exchange Rate Fluctuation Risk Mitigation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

## **Section III: Certifications**

### **1.2 Certifications**

Bidders must submit the certifications required under Part 5.

## **Section IV: Additional Information**

### **1.3 Additional Information**

#### **1.3.1 Contractor Representatives**

Name and telephone number of the person responsible for:

#### **General enquiries**

Name:

Telephone:

Facsimile:

E-mail:

#### **Delivery follow-up**

Name:

Telephone:

Facsimile:

E-mail:





## **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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

### **Evaluation Criteria**

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

The following Mandatory requirements **MUST** be submitted with the bid or precedent to contract award for evaluation

- Technical compliance (description of items/services as stated in the Annex's and herein);

#### **1.2 Financial Evaluation**

##### **1.2.1 Pricing Basis**

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, DDP destination, Canadian customs duties and excise taxes included.

### **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

In accordance with the *Ineligibility and Suspension Policy* (<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.

### 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

In accordance with the *Ineligibility and Suspension Policy* (<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.





### 5.2.3 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 website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Statement of Work

The contractor must provide the goods/services in accordance with the technical requirements as detailed in the Annex's listed herein.

#### 2.1 SACC Manual Clauses

SACC Reference	Section	Date
B1501C	Electrical Equipment	2006-06-16
B7500C	Excess Goods	2006-06-16

### 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>) issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2010A (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Delivery Date

All the deliverables must be received on or before \_\_\_\_\_ (Delivery as offered and as accepted will be inserted at contract award).



## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Carlos Lee**

Public Works and Government Services Canada

Acquisitions Branch

Logistics, Electrical, Fuel and Transportation Directorate

"HN" Division

7B3, Place du Portage, Phase III

11 Laurier Street

Gatineau, QC, K1A 0S5

Telephone: (819) 420-0336

Facsimile: (819) 953-4944

E-mail address: [Carlos.lee@pwgsc-tpsgc.gc.ca](mailto:Carlos.lee@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.

### 5.2 Project Authority

Name: will be inserted at contract

Telephone: will be inserted at contract

Facsimile: will be inserted at contract

E-mail: will be inserted at contract

## 6. Payment

### 6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a **firm unit prices**, as specified in the **contract**. Applicable Taxes are extra.

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.



## 6.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

## 6.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work 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 delivered has been accepted by Canada

## 7. Invoicing Instructions

- (a) One (1) copy must be forwarded to the consignee.
- (b) The original and one (1) copy must be forwarded to the following address for certification and payment.  
  
Events & Conference Management (ECM)  
395 Wellington St  
Ottawa, ON  
K1A 0S5  
Attention: Yvon Lamoureux
- (c) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.  
Department of Public Works and Government Services  
"HN" Division  
7B3 Place du Portage, Phase III  
11 Laurier Street  
Gatineau, QC  
K1A 0S5  
Attention: Carlos Lee

## **8. Certifications**

### **8.1 Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation 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.

## **9. Applicable Laws**

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

## **10. 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) 2010A (2016-04-04) General Conditions – Goods (Medium Complexity);
- (c) Requirement;
- (d) Annex A – Statement of Work
- (e) Annex B – AV Equipment List & Pricing Sheet
- (f) Annex C – Commercial General Liability Insurance
- (g) Annex D - Evaluation and Mandatory Criteria
- (h) the Contractor's bid dated \_\_\_\_\_



## **11. Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex "C" of the Contract, Commercial General Liability Insurance. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **12. Cancellation Fees**

Should an event be cancelled within twenty-four hours prior to the start of the event, the offeror will be paid 75% of the quote.

Should an event be cancelled within forty-eight hours prior to the start of the event, the offeror will be paid 50% of the quote.

Should an event be cancelled within seventy-two hours prior to the start of the event, the offeror will be paid 25% of the quote.

Should an event be cancelled with at least seventy-two hours prior to the start of the event, no payment will be authorized.

## Annex A – Statement of Work

### **Background:**

National Defense will be hosting the “2017 United Nation Peacekeeping Defense Ministerial Summit”; a two-day event taking place November 14<sup>th</sup> - 15<sup>th</sup>, 2017 at the Vancouver Convention Centre (VCC).

The Department of Public Service and Procurement Canada (PSPC) via the Events & Conference Management branch (ECM), requires a complete show production solution for this high-level event. The primary area of focus is the provision of **audiovisual support**, which includes: large-format, HD video projection & data displays, audio reinforcement, multi-camera image magnification (IMAG), Webcast and simultaneous interpretation equipment, IT peripherals, as well as all associated installation/operation labour required to facilitate the production of the conference.

**\*\*IMPORTANT:** Unless noted otherwise, load-in for all designated meeting rooms to occur on Monday, November 13<sup>th</sup>, 2017 at 7:00 am. **\*\***

**AUDIOVISUAL SUPPORT: SEE ATTACHED ANNEX B** (*Please provide cost for all items listed*)

***\*\*NOTES: PLENARY SESSIONS – VCC: Room 301-305 November 15<sup>th</sup> 8:00 -18:00\*\****  
***See drawing #1***

- Preference for all large-format video wall screens. Audio reinforcement equipment to be suspended. ***Please provide justification for ground installation for any of the equipment listed.*** \*Note: Riggitt Services serves as the in-house rigger at the VCC, and is the only supplier authorized to hang equipment at the venue. Vendors must include Riggitt Services into their proposal.
- Projection layout as follows:
  - Outside video walls and flat-panel reference monitors will display all visual presentation material including: slide decks, electronic documents, full-motion video and Conference logo(s). This will also be sent to the Observer room # 211 (Level 2) (screen dimensions to be determined by the vendor). A printed backdrop will be used behind the stage.



**\*\*NOTES: PLENARY SESSIONS – VCC: Room 301-305 (cont.) \*\***

- Please ensure that the image processor(s)/switcher(s) included in the estimate are capable of accommodating various source formats/layouts/configurations.
- All presentation computers to be supplied by the client.
- Two 80” monitors will be use as “pledge Info screen”.
- For the IMAG and overflow camera component, please ensure that pricing reflects the use of a HD camera system. Note that the camera feed is strictly for closed-circuit coverage and video recording. The camera feed will be sent to the Observer room # 211(Level 2), the Press Conference room #118, the Media Working room #119-120 and the Public Affairs room #121-122. There is a slight possibility that it will be used as a pool camera for outside broadcast and of the opening and closing remarks (TBC).
- The session will be interpreted into 6 languages; English, French, Spanish, Russian, Mandarin and German. Requiring 6 separate interpretation booth. All interpretation audio is to be sent to the Observer room # 211,the Press Conference room #118, the Media Working room #119-120 and the Public Affairs room #121-122
- Require an appropriate Broadcast/General Purpose Lighting/Truss Package
- Equipment and personnel must be show-ready by 13:00 am on Tuesday, November 14<sup>th</sup>.

**\*\*NOTES: OBSERVER ROOM 211, November 15<sup>th</sup>, 8:00 – 18:00 \*\***

***See drawing #2***

- This room is an overflow of the Plenary Session. All S.I. and Video projection in the Plenary session (room 301-305) will be duplicated in this room
- A podium and microphone will be required for local announcement.
- The room consist of 3 presentation screens. Center Screen will show the camera and the side screens will show the presentations
- Two 80” monitors will be use as “pledge Info screen”.
- Equipment and personnel must be show-ready by 13:00 on Tuesday, November 14<sup>th</sup>.



***\*\*NOTES: Focus Events – ROOM 109-110 and 111-112, November 14<sup>th</sup>, 11:00 – 15:00 \*\****

***See drawing 3 and 4***

- Each room consist of a stage, podium, 2 presentation screens and a reference monitor.
- The Sessions will be Webcast with Floor, English and French audio so 3 webcast streams will be required
- Equipment and personnel must be show-ready by 17:00 on Monday, November 13<sup>th</sup>.

***\*\*NOTES: OPENNING RECEPTION Level 2 Burrard Foyer, November 14<sup>th</sup>, 18:00 – 19:30 \*\****

- A camera will IMAG onto four (4) 50” LED screens distributed within the Foyer
- Equipment and personnel must be show-ready by 13:00 on Tuesday, November 14<sup>th</sup>.

***\*\*NOTES: Press Conference – ROOM 118, November 14<sup>th</sup>, 17:00 – 21:00 and November 15<sup>th</sup>, 8:00 – 19:00 \*\****

***See drawing 5***

- The room consist of a stage, podium and a Video Wall that will be used for showing the Opening/Closing remarks from the Plenary (Camera only) and also a backdrop for the Press Conference.
- All audio will be coming from the Plenary Session during the Opening/Closing remarks (Floor + S.I.)
- Press conference will be locally interpreted in English and French.
- Require an appropriate Ground supported Broadcast Lighting Package.
- Equipment and personnel must be show-ready by 17:00 on Monday, November 13<sup>th</sup>.

***\*\*NOTES: Scrum Kit – 1<sup>st</sup> Floor Foyer, Adjacent to room 118. November 14<sup>th</sup>, 18:00 – 19:30 and November 15<sup>th</sup>, 8:00 – 20:00 standby\*\****

- Kit will have S.I. provided from the Press conference room in English/French for media Feed Boxes only.
- Equipment and personnel must be show-ready by 13:00 on Tuesday, November 14<sup>th</sup>.

***\*\*NOTES: Media Working – ROOM 119-120, November 15<sup>th</sup>, 8:00 – 18:00\*\****  
***See drawing 5***

- Power bar must be provide for the Media, 1 per table.
- Two (2) flat screen displays will show the floor Audio/Video from selected part of the Plenary (TBD)
- All S.I. audio from selected part of the Plenary (TBD) to be included
- This room may be used during the Press conference (Wall will be remove at the back of room 118.
- Equipment and personnel must be show-ready by 17:00 on Monday, November 13<sup>th</sup>.

***\*\*NOTES: Public Affairs – ROOM 121-122, November 15<sup>th</sup>, 18:00 – 18:00\*\****  
***See drawing 6***

- Power bar must be provide for the Media, 1 per table.
- Two (2) flat screen displays will show the floor Audio/Video from selected part of the Plenary (TBD).
- Two (2) flat screen displays with cable TV access.
- All S.I. audio from selected part of the Plenary (TBD) to be included
- Equipment and personnel must be show-ready by 17:00 on Monday, November 13<sup>th</sup>.

***\*\*NOTES: Delegate Lunch – ROOM 220 - 222, November 15<sup>th</sup>, 8:00 – 18:00\*\****  
***See drawing 7***

- Equipment and personnel must be show-ready by 17:00 on Monday, November 13<sup>th</sup>.

***\*\*NOTES: HOD Dinner and Official Photo – ROOM 306, November 14<sup>th</sup>, 8:00 – 18:00 and November 15<sup>th</sup> time TBD\*\****

- Equipment and personnel must be show-ready by 17:00 on Monday, November 13<sup>th</sup>.

**ADDITIONAL INFORMATION: (SEE ATTACHED ANNEX D ‘EVALUATION & MANDATORY CRITERIA’ FOR ADDITIONAL REQUIREMENTS)**

- The successful vendor will specify its onsite requirements (i.e. electrical, internet/telephone access, furniture, etc.) including space requirements for installation of all production equipment. Provisions for any supplemental fees charged by the host venue(s) for these and other services (electrical tie-in, storage, outside vendor penalty, security, etc.) must be accounted for in the bidder’s proposal. Payment for charges accrued on-site and billed back to ECM following the event may be refused.
- To facilitate billing, all charges related to technical production services for this event, will be processed using a ‘Master Billing’ format. Subcontracted equipment and labour if required, must be included as part of the Vendor’s estimate/final bill. Remuneration for any such services is the sole responsibility of the primary vendor. Invoices received by ECM from any subcontractor, will be forwarded to the primary vendor for payment.
- Session times, room locations, equipment and labour requirements are subject to change on short notice. The successful vendor must be prepared to work in close and frequent contact with representatives from the ECM team, to address these variances efficiently and with the highest degree of professionalism.

## **Annex C - Commercial General Liability Insurance**

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

**ANNEX B - AV Equipment List & Pricing Sheet**

Qty:	Description:
	<b>Plenary Sessions - VCC West Meeting Room 301 - 305 (November 15th 8:00 - 18:00):</b>
	<b>VIDEO:</b>
2	9 x 16 Video Wall w. Rigging Hardware - Content Screens
1	Multi-Format Seamless Switcher Pkg.(Projection) - <b>**See Note in SOW Regarding Imaging Requirements**</b>
2	55" LED Flat Panel Display w.Wedge (Reference Monitors)
2	80" LED Flat Panel Display (Pledge Screens)
1	HD Video Production Package - To Include: 2 x PTZ Camera Heads w. Stands & Airpack (For IMAG and Overflow room)
1	Perfect Cue
1	Solid State HD Recorder - Floor Audio (PGM Out From Production Switcher - 1080p File format TBC)
1	Wireless Presentation Cue System
1	Presentation timer
	<b>AUDIO:</b>
2	Executive-Style Podium
2	Slimline Podium Microphone
2	Powered Wedge PA (Stage Monitor)
6	Digital UHF Wireless Microphone Kit (Handheld or Lapel Transmitter)
1	PC Audio Adapter
1	32-Channel Digital Audio Console
1	Large Venue PA System (Sized to Accommodate an Audience of 300 People) <b>**See Note in SOW Regarding Audio Requirements**</b>
1	Digital Audio Recorder (Floor)
	<b>STAGING:</b>
1	24'w x 8'd x 16"h stage (supplied by VCC)
1	72'w x 8'd x 24"h Tech/Camera riser (supplied by VCC)
6	Armchairs (Provided by client)
1	Podium with Graphics Insert
	<b>LIGHTING:</b>
1	Large Venue Broadcast/General Purpose Lighting / Truss Package.
	1-Ton Chain Motor (Qty. As Determined By Vendor)
1	Motor Controller
1	Dimmer
1	Console
1	200A 3-Phase Distro - If Required
1	Digital Audio Recorder (Floor)
	<b>SIMULTANEOUS INTERPRETATION:</b>
6	Rigid Panel Interpretation Booth w. Lamps/Fans
1	SI Rack (CCU, IR Transmitter, Audio Matrix)
12	Interpreter's Desks w. Headsets
	Infra-Red Radiator w. Stands (Qty. As Determined By Vendor)
300	Infra-Red Multi-channel Receivers
300	Stereo Headsets
	<b>LABOUR/FREIGHT:</b>
1	Technical Coordinator - <b>All Rooms</b> (November 13th and 15th)
1	Technical Coordinator OT(November 13th and 15th)
	Load-In (November 13th)
	Install (November 13th)
	Install/Aim-Focus/Technical Systems Verification (November 14th)
1	Operate - Projection/Switcher (November 15th)
1	Operate - Projection/Switcher OT (November 15th)
1	Operate - Audio (November 15th)
1	Operate - Audio OT (November 15th)
1	Operate - SI (November 15th)
1	Operate - SI OT (November 15th)
1	Operate - Video/Switcher (November 15th)
1	Operate - Video/Switcher OT(November 15th)
1	Operate - Lighting (November 15th)
1	Operate - Lighting OT (November 15th)
	Dismantle/Load Out (November 15th)
	Dismantle/Load Out OT (November 15th)
1	Delivery/Transportation (All Rooms)
	<b>Observer Room 211 (November 15th 8:00 - 18:00)</b>
3	7.5' x 13.3' Fast-fold Screen (Rear) w. Rigging Hardware - Outside Screens
1	Large Venue HD Projector (6000 ANSI) w. Lens & Rigging Hardware/Scaffold
1	Multi-Format Seamless Switcher Pkg.(Projection)
2	80" LED Flat Panel Display (Pledge Screens)
1	12-Channel Audio Console



1	Medium Venue PA System - <b>Ground Supported</b> (Sized to Accommodate an Audience of 300 People)
1	UHF Wireless Microphone Kit (Handheld or Lapel Transmitter)
	Infra-Red Radiator w. Stands (Qty. As Determined By Vendor)
300	Infra-Red Multi-channel Receivers
300	Stereo Headsets
	<b>LABOUR:</b>
	Load-In/Install (November 13th)
	Install/Technical Systems Verification (November 13th)
1	Operate - Audio (November 14th)
1	Operate - Audio OT (November 14th)
1	Operate - Video (November 15th)
1	Operate - Video OT (November 15th)
	Dismantle/Load Out (November 15th)
	Dismantle/Load Out OT (November 15th)
	<b>Focus Events Room 109-110 (November 14th, 11:00 - 18:00)</b>
	<b>VIDEO:</b>
2	7.5' x 13.3' Fast-fold Screen (Rear) w. Dress Kit
2	WXGA Projector Package (5000 ANSI)
1	40" LED Flat Panel Display w.Wedge (Reference Monitors)
1	4:1 Switcher/Image Processor w. Logo Store
1	1:4 Video Distribution Amplifier
1	Wireless Presentation Cue System
1	Presentation timer
1	HD Video Production Package - To Include: 2 x PTZ Camera Heads w. Stands & Airpack
3	Webcast Encoders <b>**Floor, English and French Webcast **</b>
1	Webcast Hosting Service
1	Lan Drop for Webcasting
1	Digital Video HD Recorder (Camera)
	<b>AUDIO:</b>
1	Slimline Podium Microphone (Podium Supplied by VCC)
6	UHF Wireless Microphone Kit (Handheld or Lapel Transmitter) 2 HH for Q&A and 10 lapels
1	PC Audio Adapter
1	Digital Audio Console
1	Digital Audio Recorder (Floor)
1	PA System - <b>House</b>
1	Powered Wedge PA (Stage Monitor) <b>**See Note in SOW Regarding Audio Requirements for this Meeting Space**</b>
	<b>SIMULTANEOUS INTERPRETATION:</b>
1	Rigid Panel Interpretation Booth w. Lamps/Fans
1	SI Rack (CCU, IR Transmitter, Audio Matrix)
2	Interpreter's Desks w. Headsets
	Infra-Red Radiator w. Stands (Qty. As Determined By Vendor)
200	Infra-Red Multi-channel Receivers
200	Stereo Headsets
	<b>STAGING:</b>
1	12'w x 8'd x 24"h stage (supplied by VCC)
	<b>Focus Events Room 111-112 (November 14th, 11:00 - 18:00)</b>
	<b>VIDEO:</b>
2	5.5' x 9.6' Fast-fold Screen (Rear) w. Dress Kit
2	WXGA Projector Package (5000 ANSI)
2	Windows 10 Notebook PC w. MS Office 2016
1	40" LED Flat Panel Display w.Wedge (Reference Monitors)
1	4:1 Switcher/Image Processor w. Logo Store
1	1:4 Video Distribution Amplifier
1	Wireless Presentation Cue System
1	Presentation timer
1	HD Video Production Package - To Include: 2 x PTZ Camera Heads w. Stands & Airpack
2	Webcast Encoders <b>**English and French Webcast **</b>
1	Webcast Hosting Service
1	Lan Drop for Webcasting
1	Digital Video HD Recorder (Camera)
	<b>AUDIO:</b>
1	Slimline Podium Microphone (Podium Supplied by VCC)
2	UHF Wireless Microphone Kit Handheld (Floor stand for Q&A)
5	UHF Wireless Microphone Kit Lapel Transmitter
1	PC Audio Adapter
1	Digital Audio Console
1	Digital Audio Recorder (Floor)

1	PA System - House
1	Powered Wedge PA (Stage Monitor) <b>**See Note in SOW Regarding Audio Requirements for this Meeting Space**</b>
	<b>SIMULTANEOUS INTERPRETATION:</b>
1	Rigid Panel Interpretation Booth w. Lamps/Fans
1	SI Rack (CCU, IR Transmitter, Audio Matrix)
2	Interpreter's Desks w. Headsets
	Infra-Red Radiator w. Stands (Qty. As Determined By Vendor)
200	Infra-Red Multi-channel Receivers
200	Stereo Headsets
	<b>STAGING:</b>
1	72'w x 8'd x 24"h Camera and AV production riser
1	12'w x 8'd x 16"h stage (supplied by VCC)
	<b>LABOUR for Focus Events 109-110 and 111-112 :</b>
	Load-In (November 13th)
	Install (November 13th)
	Install/Technical Systems Verification OT (November 13th)
2	Operate - Audio (November 14th)
2	Operate - Audio OT (November 14th)
2	Operate - Camera Airpack (November 14th)
2	Operate - Camera Airpack OT (November 14th)
2	Operate - Presentations/Video Playback (November 14th)
2	Operate - Presentations/Video Playback (November 14th)
2	Operate - SI (November 14th)
2	Operate - SI OT (November 14th)
	Dismantle/Load Out - Audio/Staging Components (November 14th)
	Dismantle/Load Out OT - Audio/Staging Components (November 14th)
	<b><u>Press Conference Room 118 (November 14th, 17:00 - 21:00 and November 15th 8:00 - 19:00)</u></b>
	<b>VIDEO:</b>
2	9 x 16 Video Wall w. Rigging Hardware - Content Screens
1	Multi-Format Seamless Switcher Pkg.(Projection) - <b>**See Note in SOW Regarding Imaging Requirements**</b>
1	5.5' x 9.6' Fast-fold Screen (Rear) w. Dress Kit
2	WXGA Projector Package (5000 ANSI)
	<b>AUDIO:</b>
2	Slimline Podium Microphone (Podium Supplied by Venue)
4	Table Push to talk microphones
5	UHF Wireless Microphone Kit Lapel Transmitter
2	UHF Wireless Microphone Kit (Handheld or Lapel Transmitter) <b>**2 Q&amp;A mics**</b>
1	Digital Audio Console
1	Digital Audio Recorder (Floor)
1	Medium Venue PA System - Ground Support (Sized to Accommodate an Audience of 100 People)
3	16-Channel Media Feed Box (Floor, English and French Audio)
	<b>SIMULTANEOUS INTERPRETATION:</b>
1	Rigid Panel Interpretation Booth w. Lamps/Fans
1	SI Rack (CCU, IR Transmitter, Audio Matrix)
2	Interpreter's Desks w. Headsets
1	SI Rack (CCU, IR Transmitter, Audio Matrix)
	Infra-Red Radiator w. Stands (Qty. As Determined By Vendor)
100	Infra-Red Multi-channel Receivers
100	Stereo Headsets
	<b>STAGING:</b>
1	12'w x 8'd x 16"h Stage (supplied by VCC)
1	8' table with 4 chairs (supplied by VCC)
1	32'w x 4'd x 16"h Camera riser
	<b>LIGHTING:</b>
1	Broadcast Lighting Package (Fixtures, Stands, Cabling) - <b>Ground Supported</b>
1	Drape/Background Uplighting Package
1	Dimmer
1	Console
	<b>LABOUR:</b>
	Load-In/Install (November 13th)
	Install/Technical Systems Verification (November 13th)
1	Operate - Audio (November 14th-15th)
1	Operate - Audio OT (November 14th-15th)
1	Operate - Lighting (November 14th-15th)
1	Operate - Lighting OT (November 14th-15th)
1	Operate - SI (November 14th-15th)
1	Operate - SI OT (November 14th-15th)
	Dismantle/Load Out (November 15th)
	Dismantle/Load Out OT (November 15th)

	<b><i>Opening Reception Level 2 Burrard Foyer (November 14th 18:00 - 19:30)</i></b>
1	Slimline Podium Microphone (Podium Supplied by Venue)
1	Digital Audio Console
1	Digital Audio Recorder (Floor)
1	Large Venue PA System (Sized to Accommodate an Audience of 500 People)
1	High Definition Studio Camera <b>**Camera feed to be send out to 4 LED Displays**</b>
4	50" LED Flat-Panel Display w. Floor Stand <b>** for IMAG**</b>
1	1:4 Video Distribution Amplifier
	<b>STAGING:</b>
1	8'w x 8'd x 16"h Stage (supplied by VCC)
1	Camera Riser 4'w x 4'w x 16"h
	<b>LABOUR:</b>
	Load-In/Install (November 13th)
	Install/Technical Systems Verification (November 13th)
1	Operate - Audio (November 14th, 18:00 - 19:30)
1	Operate - Video (November 14th, 18:00 - 19:30)
	Dismantle/Load Out (November 15th)
	Dismantle/Load Out OT (November 15th)
	<b><i>Scrum Kit 1st Floor Foyer Adjacent to room 118 (November 14th -15th on stand by)</i></b>
2	Slimline Podium Microphone (Podium Supplied by Venue)
2	UHF Wireless Microphone Kit Lapel Transmitter
2	UHF Wireless Microphone Kit (Handheld or Lapel Transmitter) <b>**2 Q&amp;A mics**</b>
1	Audio Console
1	Digital Audio Recorder (Floor)
1	Venue PA System - Ground Support (Sized to Accommodate an Audience of 50 People)
3	16-Channel Media Feed Box (Floor, English and French Audio) <b>**SI from room 118 on Nov 15th**</b>
	<b>LABOUR:</b>
	Load-In/Install (November 13th)
	Install/Technical Systems Verification (November 13th)
1	Operate - Audio (November 14th-15th)
1	Operate - Audio OT (November 14th-15th)
	Dismantle/Load Out (November 15th)
	Dismantle/Load Out OT (November 15th)

## **Annex D – Evaluation and Mandatory Criteria**

### **Evaluation criteria:**

The Vendor's bid must contain information corresponding to all evaluation criteria included in this section. The information must be sufficient to allow the bid to be assessed as a whole and should include examples.

1- The Vendor must demonstrate that it, as a company has been in business for at least five years in Canada, specifically in the areas of audiovisual production and conference logistics.

2- The Vendor must show that it has successfully completed a minimum of two (2) special event contracts or high level meetings of similar scope valued at over \$100,000.00 in the past (5) five years. A letter of reference from a previous client that clearly demonstrates how the Vendor was responsible for successfully planning/implementing a show production solution under very tight deadlines must be included.

3- The Vendor must include copies of the curriculum vitae for the proposed Technical Production Coordinator, who will act as the on-site liaison with members of ECM & GAC's production team, as well as the Lead Technical Services representatives for the following departments: Data/Projection, Video, Audio & Lighting. All personnel must have a minimum of three (3) years demonstrated experience providing technical support in their area of specialization, to projects of similar complexity. In particular, the Production Coordinator's work summary must clearly demonstrate the individual's ability to multi-task, respond to changes on short notice, and to lead/supervise teams. In the event that the proposed Technical Production Coordinator is unable to perform the tasks described above, the firm will provide a replacement with the same or higher level of experience, to ensure seamless continuity of service. A copy of the replacement's curriculum vitae will also be required, should the need arise.

4- The Vendor must demonstrate that they have appropriate supplier facilities (warehouse, storage) within a 50 km radius of the Vancouver Convention Centre (VCC).

**Mandatory criteria:**

The Vendor's bid must contain information corresponding to all mandatory criteria included in this section. The information must be sufficient to allow the bid to be assessed as a whole and must include examples.

1 - The Vendor must demonstrate that its primary area of business is the provision of professional-quality audiovisual equipment and highly skilled production labour. The Vendor must provide a detailed description of its products/services, and provide a portfolio of at least two (2) past projects. Please provide the CV's of the section head, Director, Head Lighting, Head sound, Head Video for these projects.

2 - The Vendor must demonstrate that it has full set design/production facilities available to them in the Vancouver area. Production facilities must be able to produce and install pre-fabricated and custom-designed staging components and set pieces, on various types of material, within a reasonable timeframe. The Vendor must provide a portfolio of at least two (2) past projects.

3 – The Vendor must demonstrate that it has a minimum of five (5) years' experience providing live video streaming/hosting services for events of a similar scope. Two previous examples and/or links to archived meetings must be included.

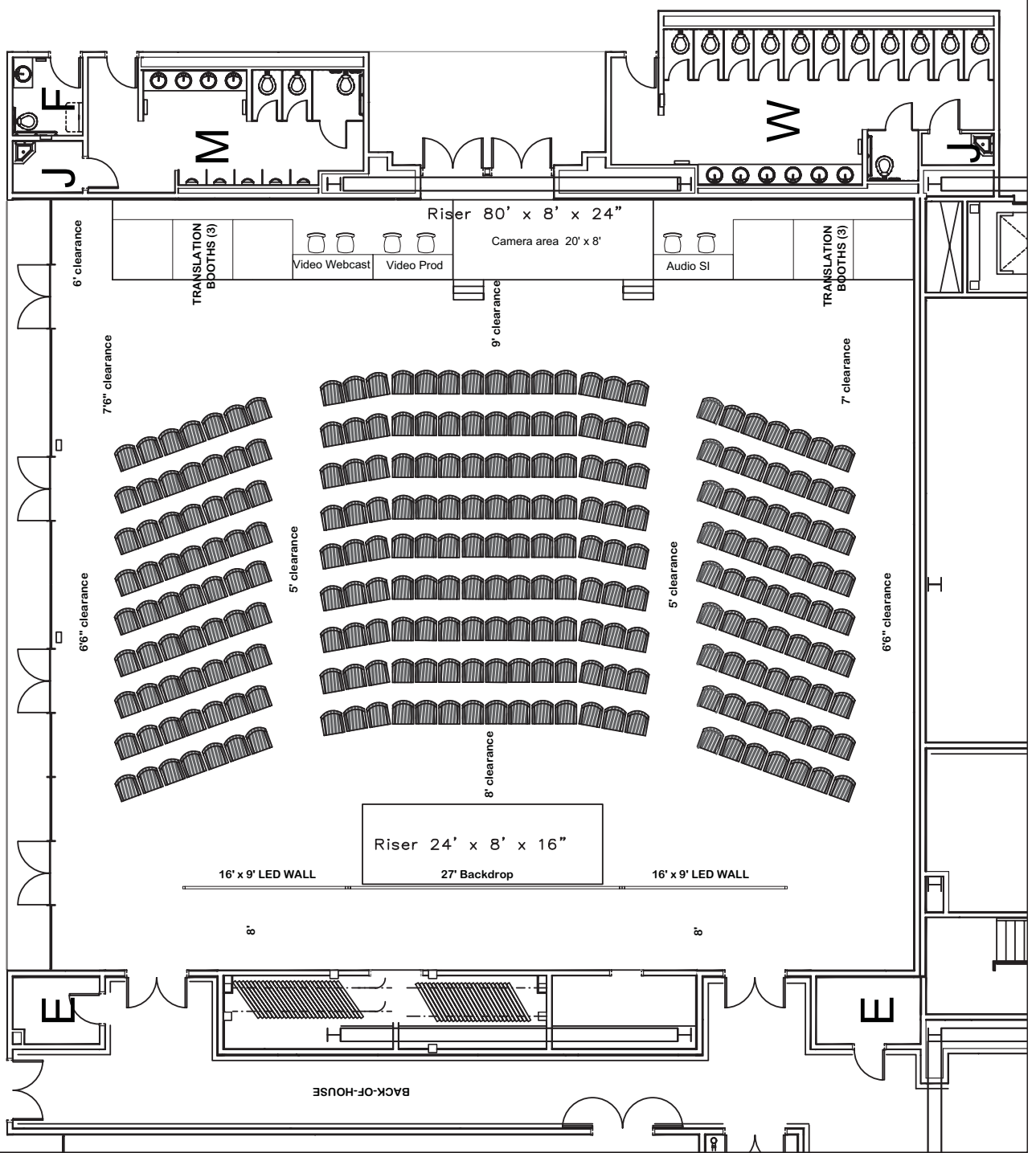
5 - Reliability Level Status is required of all staff scheduled to provide on-site technical support. Please provide list of staff and proof of security status.

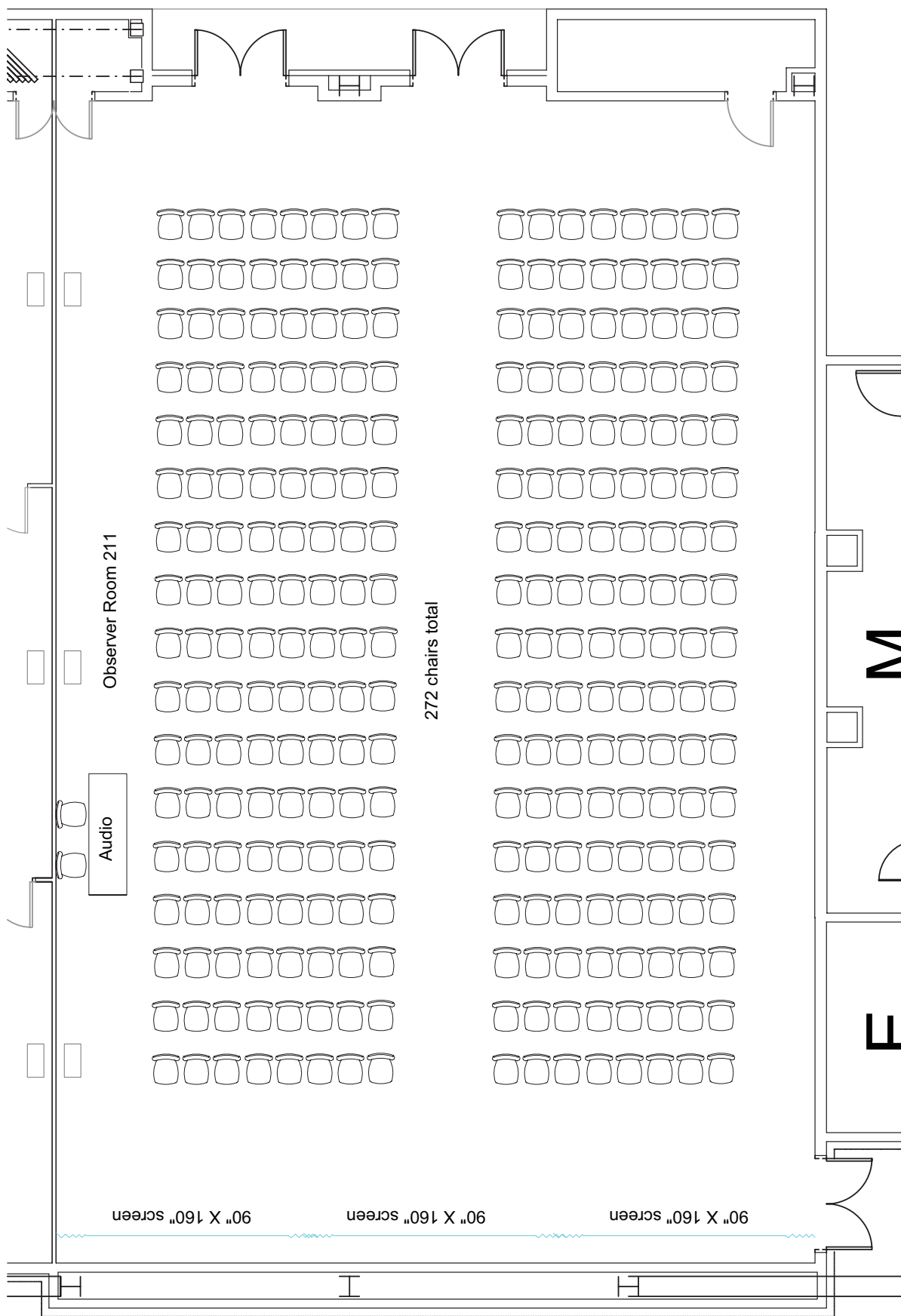
CONFIDENTIAL EVENT

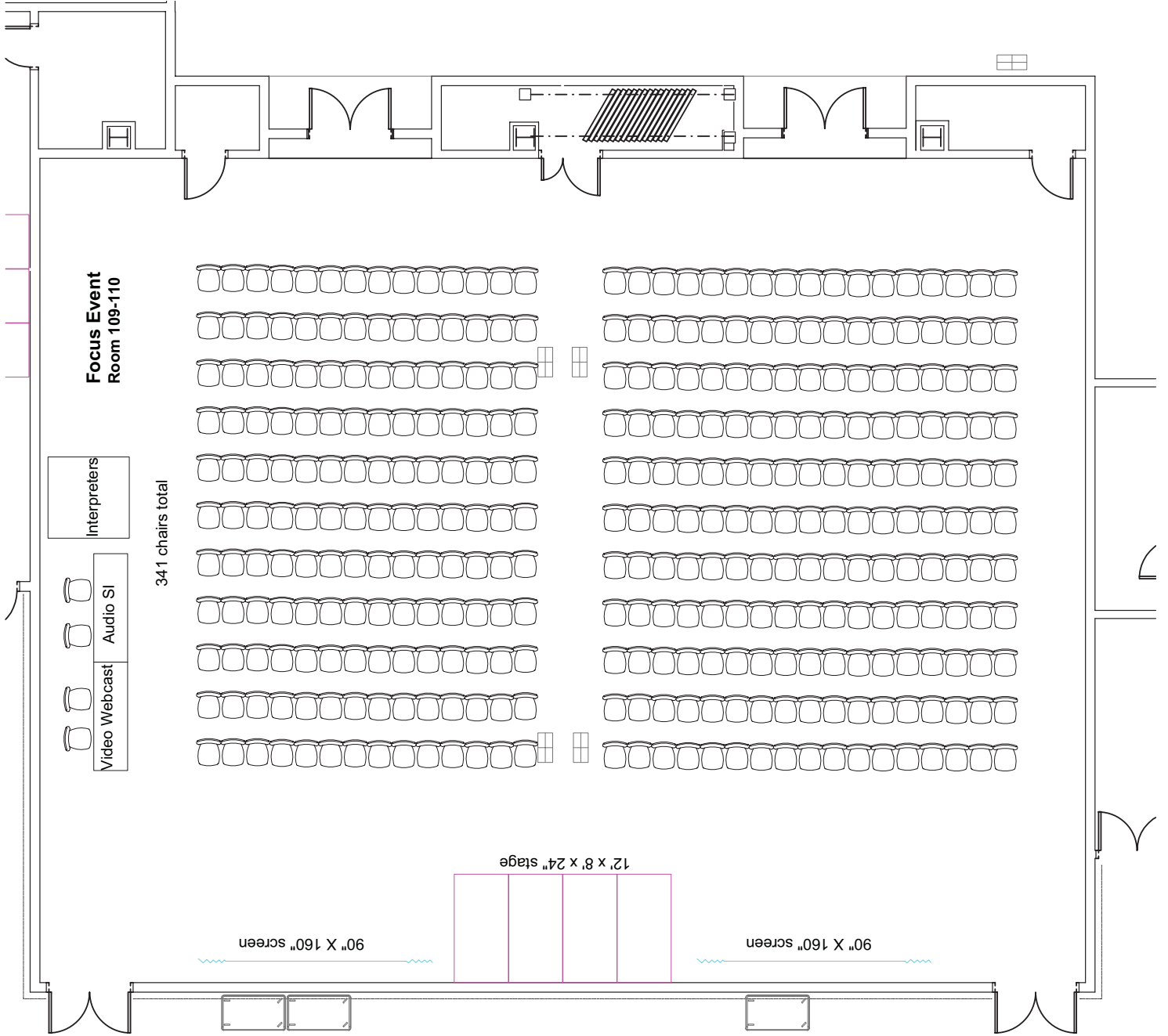
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WEST MEETING ROOM 301-305  
THEATRE-SEATING FOR 252 PEOPLE

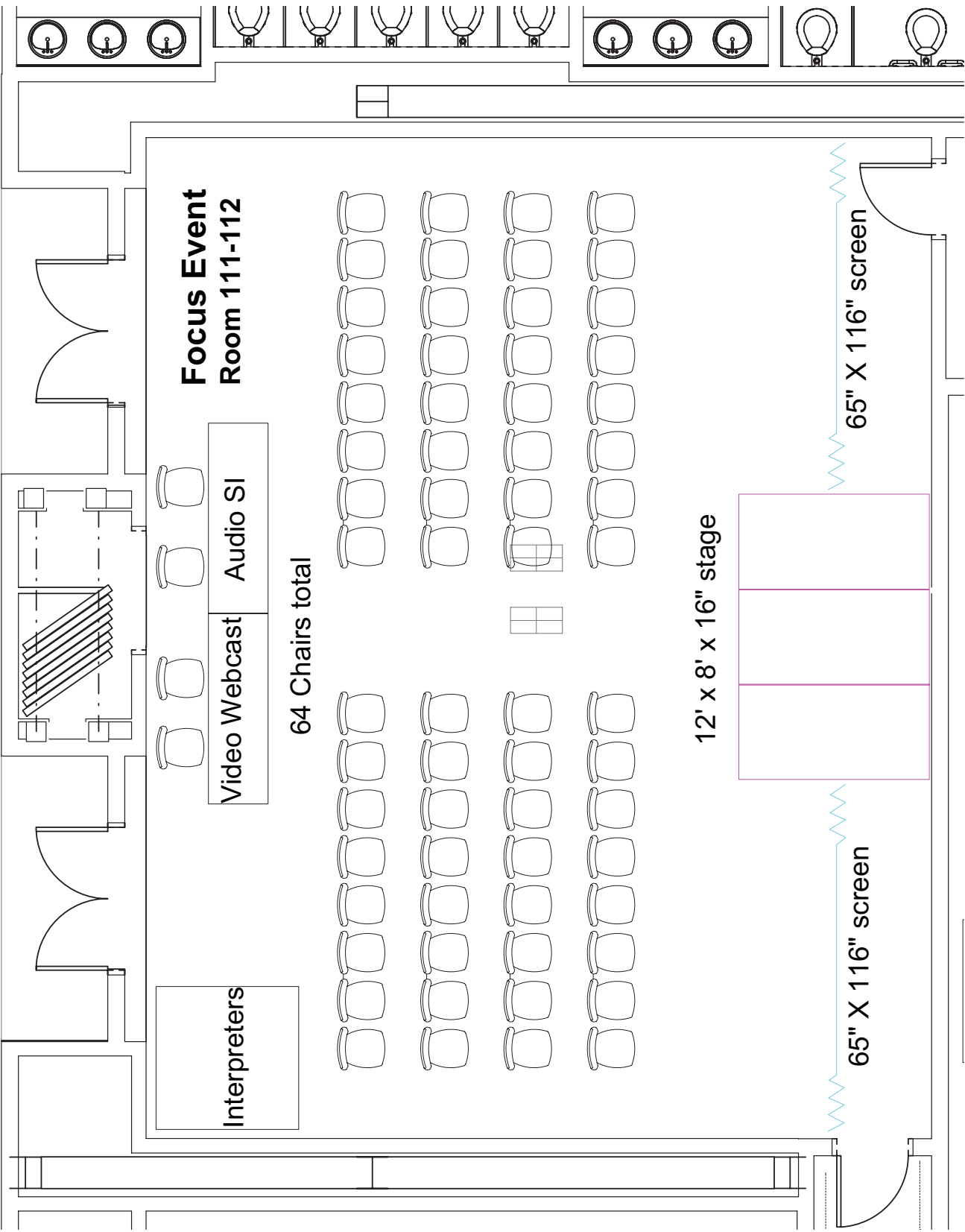
WEST MEETING ROOM 301-305

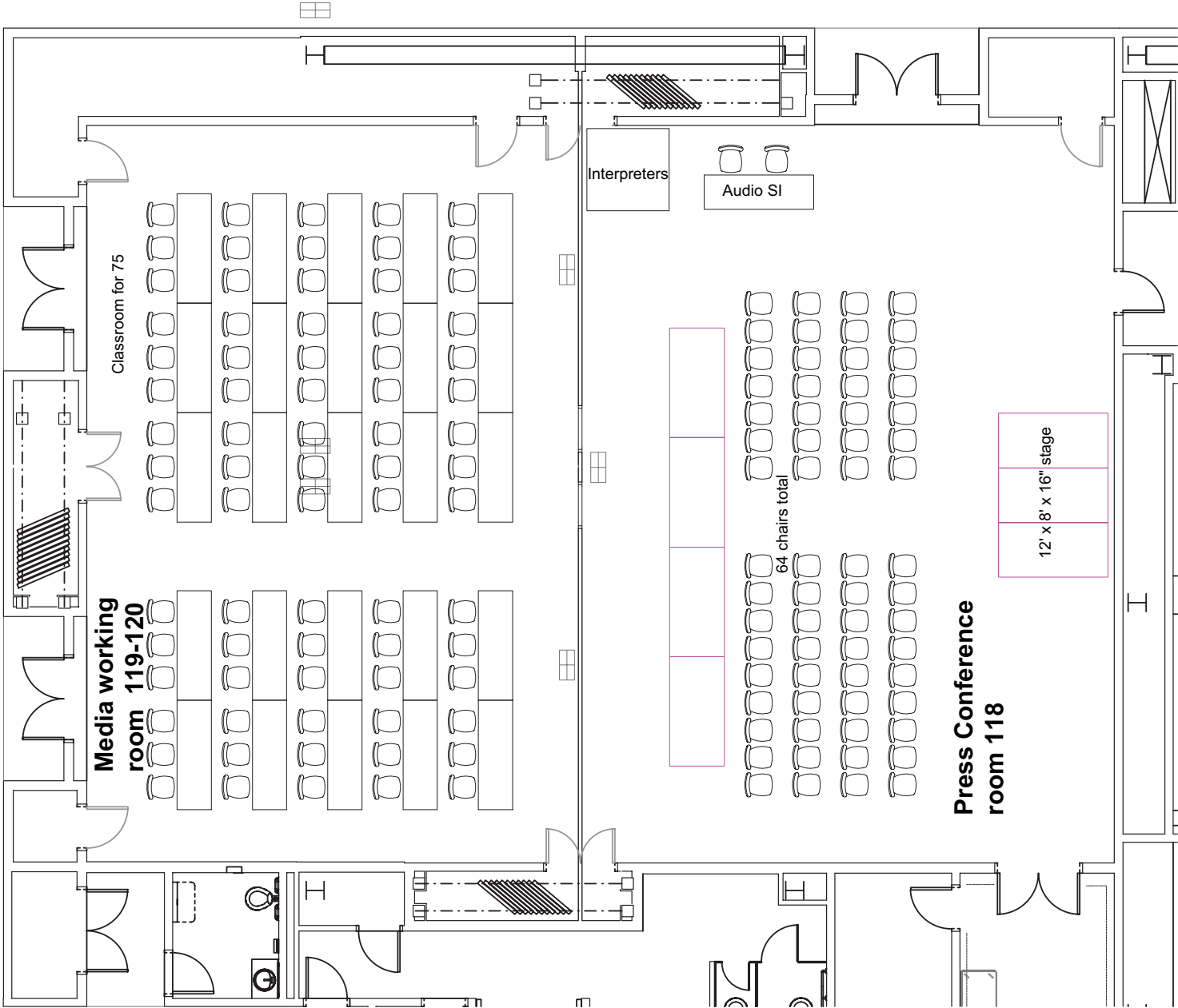


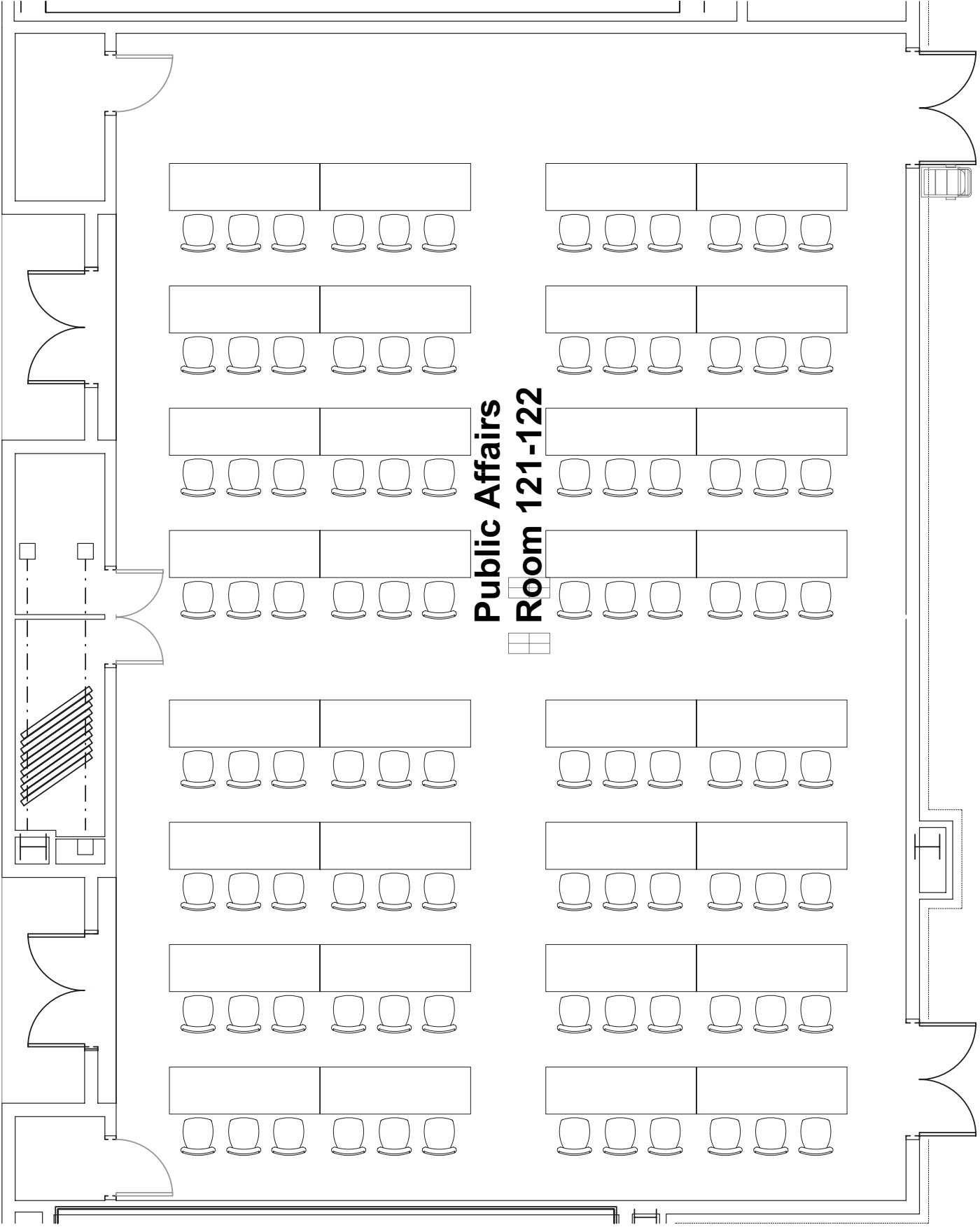












**Public Affairs  
Room 121-122**

**HoD Lunch**

**Room 220 -222**

