



**RETURN BIDS TO:
RETOURNER LES
SOUSSIONS À:**

**Public Prosecution Service of Canada
Service des poursuites pénales du Canada
284, rue Wellington Street
Place Bell Centre
Ottawa Ontario K1A 0H8
ppsc-sppc.acquisitions@ppsc-sppc.gc.ca
Attn: Nathalie Simon**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Prosecution Service of
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 thereof.

**Proposition aux: Service des poursuites
pénales du 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-annexées, au(x) prix indiqué(s).

Instructions : See Herein

Instructions: Voir aux présentes

Issuing Office – Bureau de distribution

Public Prosecution Service of Canada
Service des poursuites pénales du Canada
Acquisitions Division
284 Wellington Street
Place Bell Centre
Ottawa, ON K1A 0H8

Title – Sujet The 5th IAP North American and Caribbean Conference in Toronto	
Sollicitation No. – N° de l'invitation	Date
Sollicitation Closes – L'invitation prend fin at – à 2:00 PM on / le – November 20, 2017	
Time Zone Fuseau horaire 2 :00 PM Ottawa On.	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: ppsc-sppc.acquisitions@ppsc-sppc.gc.ca	
Telephone No. – N° de téléphone : 613-716-2394	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	
Delivery required - Livraison exigée See Herein	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
 (type or print)/ (taper ou écrire en caractères d'imprimerie)	
Signature	Date



TABLE OF CONTENTS

PART 1 - INFORMATION AND INSTRUCTIONS..... 3

1 SECURITY REQUIREMENTS 3

2 STATEMENT OF WORK..... 3

3 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS..... 3

4 SUBMISSION OF BIDS..... 3

5 ENQUIRIES - BID SOLICITATION 3

6 BASIS OF SELECTION..... 3

7 APPLICABLE LAWS..... 3

PART 2 - RESULTING CONTRACT CLAUSES..... 4

1 SECURITY REQUIREMENTS 4

2 STATEMENT OF WORK..... 4

3 STANDARD CLAUSES AND CONDITIONS 4

4 TERM OF CONTRACT 4

5 AUTHORITIES 4

6 PAYMENT..... 5

7 INVOICING INSTRUCTIONS 6

8 APPLICABLE LAWS..... 6

9 PRIORITY OF DOCUMENTS 6

ANNEX A, STATEMENT OF WORK 7

ANNEX B, BASIS OF PAYMENT 9

ANNEX C, SPECIFIED AREA.....10

ANNEX D, RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST..... 13



PART 1 - INFORMATION AND INSTRUCTIONS

1 Security Requirements

There is no security requirement associated with this bid solicitation.

2 Statement of Work

The Work to be performed is detailed in Annex A, Statement of Work.

3 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](#) (2016-04-04) Standard Instructions – Good 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: 60 days

Insert: 90 days

4 Submission of Bids

Bids must be submitted to the Contracting Authority identified in the bid solicitation and in Part 2 - Resulting Contract Clauses, article 2.5, by, November 20, 2017 at 2:00 PM. Bidder must provide quote directly in the appropriate table in Annex B, Basis of payment

5 Enquiries - Bid Solicitation

All enquiries must be submitted to the Contracting Authority no later than two (2) calendar days before the bid closing date. Enquiries received after that time may not be answered.

6 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

7 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 2 - RESULTING CONTRACT CLAUSES

1 Security Requirements

There is no security requirement applicable to this Contract.

2 Statement of Work

The Work to be performed is detailed in Annex A, Statement of Work.

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) (<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

The 2010C (2016-04-04) General conditions – Services – (Medium complexity) requirements, are incorporated by reference into and form part of the bid solicitation.

3.1.1 Subcontracts 2010C 06 (2013-06-27)

The Contractor may subcontract the supply of services that are customarily subcontracted by the Contractor. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor.

The contractor may subcontract a portion of the Section A – Accommodation included under Annex B – Basis of Payment if the contractor is unable to fulfill the total number of rooms required under this section. Subcontracted accommodations must be comparable to accommodations made available at the Contractor's location and shall be approved by Canada prior to adding to contract. Accommodations at subcontractor location must be booked and coordinated by Contractor.

4 Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period contract award date to October 18, 2018.

5 Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nathalie Simon
Title: Acquisition officer
Public Prosecution Service of Canada
Address: 284 Wellington Street, Place Bell
Ottawa ON K1A 0H8
Telephone: 613-716-2394
E-mail address: ppsc-sppc.acquisitions@ppsc-sppc.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

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

Name: _____
Title: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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 price, as specified in Annex B, Basis of Payment. Taxes are extra.

6.2 Limitation of Price

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.



7 Invoicing Instructions

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.
2. Invoices must be distributed as follows:
 - a. The original must be forwarded to the following address for certification and payment.
_____ (*Insert the name of the organization*)
_____ (*Insert the address of the organization*)

8 Applicable Laws

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

9 Priority of Documents

If there is a discrepancy between the wordings 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 2010C (2016-04-04) General conditions – Services – (Medium complexity);
- c) Supplementary General Conditions;
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) the Contractor's bid dated,



ANNEX A, STATEMENT OF WORK

1. Title

The 5th IAP North American and Caribbean Conference in Toronto, Ontario.

2. Objective

In an increasingly complex world, communication is an absolutely vital tool for law enforcement actors to properly respond to emerging challenges. Just as the economies of North America and the Caribbean are heavily integrated, so are the criminal networks that prosecutors must combat to secure their borders and their societies. Beyond the formal communication channels of mutual legal assistance, and the informal Internet research tools, prosecutors need to meet and network in order to more fully explore and discuss the legislative and operational means and mechanisms that can be brought to bear to protect society and bring offenders to justice. That is the principal aim of an IAP regional conference: to inform, to educate, and to network.

3. Background

The International Association of Prosecutors was established in June 1995 at the United Nations Office in Vienna. The IAP is an international community of prosecutors committed to setting and raising standards of professional conduct and ethics for prosecutors worldwide, promoting the rule of law, fairness, impartiality and respect for human rights and improving international co-operation to combat crime. Its mission is to be a world authority for Prosecutors in the conduct of criminal prosecutions and associated matters and to operate as an organization of international repute and referral. IAP regional conferences fulfill the need for quality legal interaction among prosecutors from neighboring countries and are the only opportunity for line prosecutors to meet exclusively with colleagues of those countries to discuss operational topics of common interest. Thus, IAP conferences have been a forum for prosecutors to exchange experiences and expertise on specific topics chosen by the Conference Host.

The Public Prosecution Service of Canada (PPSC) has agreed to co-host the IAP regional conference with the Ministry of the Attorney General of Ontario (MAG). The conference costs will be shared between the PPSC and MAG, and offset by conference fees.

PPSC Headquarters is located in Ottawa, and the organization maintains a network of regional and local offices across Canada.

4. Tasks

The supplier must provide:

- Services as described in Annex B, Basis of Payment.
- 10 complimentary room upgrades for VIP guest to be included in the 200 rooms requested on the Annex B, Basis of Payment.
- An event manager for the event period.
- A "Cut-off Date" of 30 days prior to the event to allow sufficient time for each participant to make their reservation before releasing unreserved rooms for general sale. Cut-off Date is September 16, 2018.
- For each meeting room, a layout plan indicating the arrangement of tables and chairs to accommodate the number of people specified in Annex B, Basis of Payment.



5. Limitation and Constraints

- The supplier must be located within the area described in Annex C "Specified Area".
- The venue must be accessible for persons with mobility disabilities.
- The meeting rooms must be locked at the end of each day of the conference until the beginning of the training session the next day.
- The supplier must provide access to power outlets for individual laptops at each table.

6. Official languages

Work will be performed and delivered in both of Canada's official languages, French and English.

7. Availability of Personnel

The Contractor certifies that he/she, its employees and subcontractors will be available to commence performance of the work from the Contract award date and will remain available to perform the work in relation to the fulfillment of this requirement.



ANNEX B, BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified below. 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.

AIP – From October 16, 2018 to October 18, 2018, for 3 nights.

Section A – Accommodation

Block of rooms, holding for the above mentioned period				Unit Price per night	Total
Room Block	Tuesday	Wednesday	Thursday		
Rooms per Night	Up to 200	Up to 200	Up to 200		
				Sub Total	
				Taxes	
				Total	

Section B – Meeting Rooms

<p>Meeting Rooms Requirements</p> <ul style="list-style-type: none"> • Wednesday to Thursday (includes Tuesday afternoon set-up, Thursday tear-down after conference) • Note – The main meeting room space must have at least 1 Internet hard wire connection and power outlet at the podium in front of the room for presenters and free WIFI access. 	Price
<p><u>Set up: Registration and Welcome Tables</u></p> <ul style="list-style-type: none"> • Registration Tables; <ul style="list-style-type: none"> • Three registration tables to be set up on first day of event (Wednesday) • One registration table to be set up on second day of event (Thursday) • Tables must be large enough to accommodate 2 persons each • Tables must be set up outside of main meeting room • Welcome Table; <ul style="list-style-type: none"> • One welcome table to be set up in hotel lobby on Tuesday • Table must be large enough to accommodate 2 persons 	



Set up: 1 Classroom style, room to accommodate:

- Up to 250 participants
- A podium located at the front of the room for presenters
- Two screens and two projectors
- A head table located at the front of the room that can hold up to 6 presenters
- Audio-visual requirements include:
 - Simultaneous Interpreters' booth
 - One microphone at the podium
 - One microphone for two people at the head table (for a total of 3 microphones)
 - Headphones for simultaneous interpretation for up to 250 people
 - Speakers
 - Two laptops (including USB port) to connect to projectors

Set up : 4 Breakout rooms in proximity to one another

- Each room must accommodate up to 50 participants per room
- A podium located at the front of the room for presenters
- 1 screen and 1 projector required per room
- A head table located at the front of the room that can hold up to 4 presenters
- Audio-visual requirements include:
 - One microphone at the podium of each breakout rooms (total of 4)
 - One microphone for two people at the head tables (2 microphones per table for a total of 8 microphones)
 - Speakers
 - One laptop to connect to projectors (1 per room for a total of 4)

Set up: 1 Break Space in the foyer or in a separate room

- Space for 250 participants where hospitality (in accordance with hospitality section below) will be served during the entire conference.

Set up: Cocktail Reception in the foyer or in a separate room :

- Up to 250 participants for a Cocktail Reception, Tuesday October 16, 2018 from 6:00 PM to 8:00 PM.
- Audio-visual requirements include: One podium, one microphone and speakers
- Set up must include stand up tables.

***Hospitality**

Mornings before the conference;

- Continental breakfast - Coffee – Tea - Water

Break time, mornings and afternoons;

- Coffee – Tea – Water – Soft drinks – Juice and snack.

Lunch;

- Lunch must be served as a buffet style combination of hot and cold. Lunch must include vegetarian option.



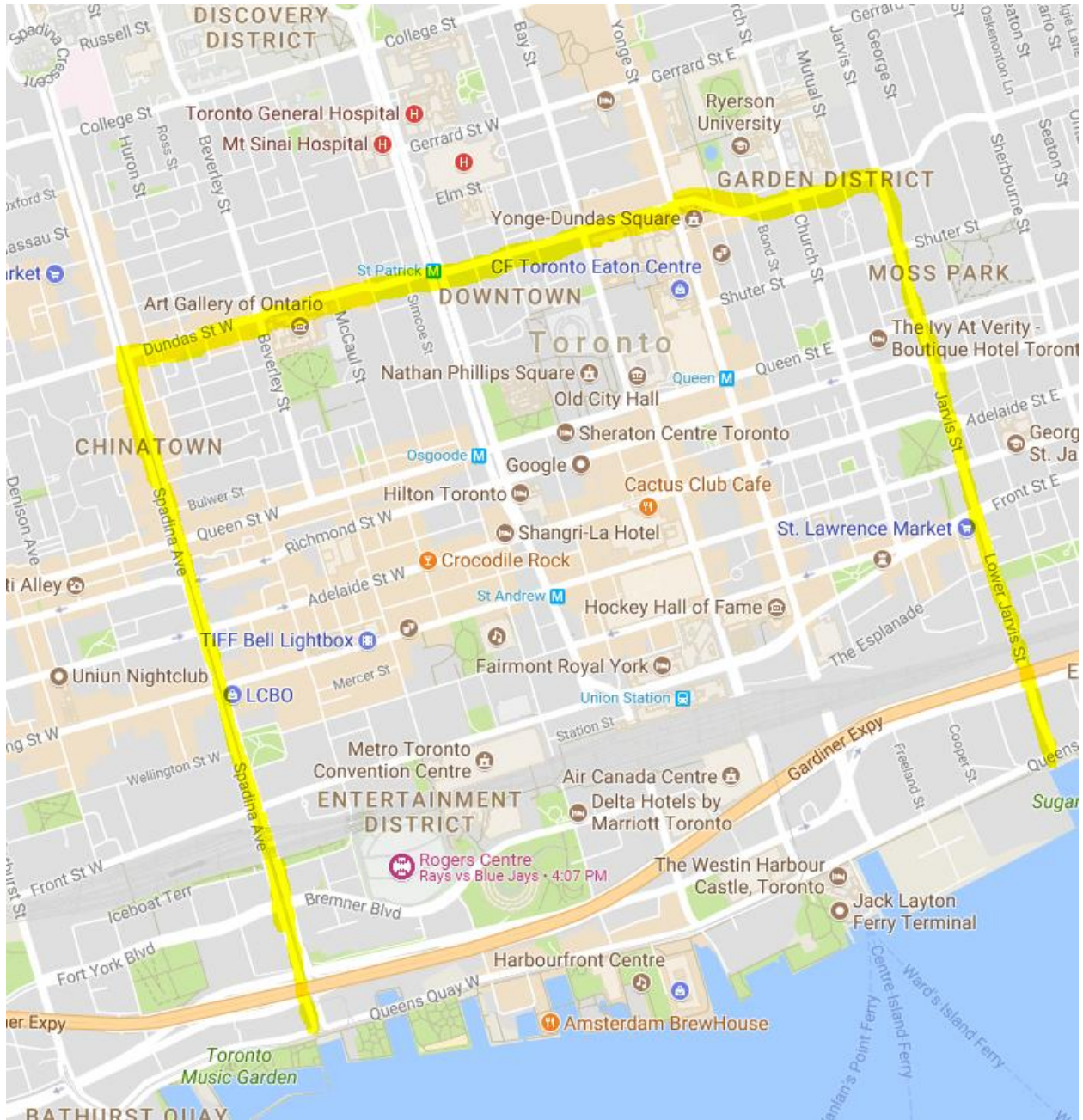
Cocktail reception; - Assortment of hot and cold canapés including beer, wine and non-alcoholic beverages. - Support/wait staff must also be included.	
Subtotal	
Taxes	
Total	



ANNEX C, SPECIFIED AREA

The supplier must be located in Toronto, Canada in the specified area;

- **South of Dundas Street West**
- **East of Spadina Avenue**
- **West of Jarvis/Lower Jarvis Street**





ANNEX D, RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST



Guideline on Completing the Recipient Electronic Payment Registration Request Form

INTRODUCTION

Recipients now have to receive payments from Public Prosecution Services of Canada (PPSC) by electronic payment. To sign up for electronic payments please print and complete the Recipient Electronic Payment Registration Request form. Please note, electronic payments will be made in Canadian dollars and can only be deposited into Canadian bank accounts.

There are two electronic payment modes available:

1. Direct Deposit (DD) - Once payments are deposited, PPSC will send the following information by e-mail: amount of payment, date of payment, invoice number, PPSC reference number, and brief description of the payment. This e-mail notification will act in lieu of a cheque stub.
2. Electronic Data Interchange (EDI) - To enrol in EDI you must contact your financial institution to ensure that the account is EDI-capable. There may be a fee for this service, as the financial institution notifies its clients according to its own criteria.

Changes to bank account used

If you wish to make any changes to the bank account used for payments (change of address, financial institution, branch, account number, etc.) you must complete a new Recipient Electronic Payment Registration Request form. When you request one of these changes, DO NOT CLOSE the present account until you receive your payment in accordance with that change.

COMPLETING OF FORM

There are three sections of the Recipient Electronic Payment Registration Request form that must be completed by the recipient.

1 - TYPE OF REQUEST

Please complete this section by filling out one of the three request types described below.

New request

If you choose to sign up for electronic payments with PPSC, please check the "New request" box and indicate which mode of payment you wish to use: DD or EDI.

Change

If you are already registered for electronic payments with PPSC, however, wish to modify your banking information or mode of electronic payment, please select the "Change" box and mark all other boxes that apply to your change request.

Cancellation

If you wish to opt out of the PPSC's electronic payments and return to receiving payments by cheque, you must select the "Cancel" box and complete only the second section of the form.

2 - RECIPIENT INFORMATION AND AUTHORIZATION

This section must be completed, signed and dated by the appropriate person (or persons) in order to authorize the electronic payment enrollment request, or to modify or cancel electronic payments.

If the recipient is an individual

Please enter your name, address and telephone number AS WELL AS AN E-MAIL ADDRESS so that PPSC can send e-mail notices and confirm receipt of payment. Also, you must sign the form in this section in order to authorize your request.

If the recipient is an organization

Please enter the name and address of your organization and make sure to complete the "Name of payment contact" field with the name of the contact person from your organization. Please also include the contact person's telephone number AND E-MAIL ADDRESS so that PPSC can send e-mail notices and confirm receipt of payment.



Also, authorized representative(s) must include their name, position, telephone number and signature, in order to authorize the request.

This section allows for up to two people to sign the form, in cases where the recipient requires two signatures for authorization, to receive, modify or cancel electronic payments.

3 - BANKING INFORMATION

If you attach a void cheque

Please attach a void cheque and complete fields 1, 2, 3 and 4 of this section. The void cheque must be from the account you wish to use for electronic payments. A sample of a void cheque is provided below identifying where the transit, bank and account numbers are located.

Name / Nom P.O. Box / C.P. 000 City / Ville, Canada H0H 0H0		Cheque No. N° de chèque	0000000
Pay to the order of Payez à l'ordre de		"Void" «Nul»	
		Signature	
"000"	"00000"000	000000"0	

Transit No. N° de la succursale Bank No. N° de l'institution financière Account No. N° du compte

If you do not attach a void cheque

If you do not provide a void cheque, the financial institution must validate the banking information by completing fields 5, 6 and 7 of the form. The financial institution must provide the name, address and telephone number of the financial institution, bank stamp and sign the form.

4 - FOR PUBLIC PROSECUTION SERVICES OF CANADA ONLY

This section is strictly reserved for PPSC's use only.

SENDING YOUR REQUEST TO PUBLIC PROSECUTION SERVICES OF CANADA

Please send the duly completed form with **original signature(s)** to the following address:

Public Prosecution Services of Canada
Financial Services Division
284 Wellington Street
Place Bell - 8th Floor
Ottawa, ON
K1A 0H8

Please write the following on the envelope: "To be opened by addressee only".



The information is required by Public Prosecution Services of Canada for the purpose of collecting data to permit electronic payments. This information will be protected under the provisions of the Privacy Act.

IMPORTANT -> Must be a Canadian recipient holding a bank account in Canadian \$. -> For Electronic Data Interchange (EDI), compliancy must be confirmed by your financial institution and you may be charged EDI service fees. -> Note that Direct Deposit payments carry no stub information.

1 - TYPE OF REQUEST

Form with checkboxes for New request, Change, Direct Deposit (DD), Electronic Data Interchange (EDI), and other options.

2 - RECIPIENT INFORMATION AND AUTHORIZATION

Form for recipient information including Name of Organization, Address, City, Province, Postal Code, Name of Payment Contact, Telephone, Fax, E-mail, and Authorized Representative details.

I, as an authorized representative of the above mentioned organization or as an individual entitled to receive payment from the Government of Canada, authorize the Receiver General for Canada to deposit the payment directly into the account below and to receive payment advices electronically until further notice.

Signature Date Signature Date

3 - BANKING INFORMATION

Please attach a void cheque from your bank account with "Void" written on it and complete fields 1, 2, 3 and 4 below with your banking information.

Form fields 1-4: Branch Number, Financial Institution Number, Account Number, Name(s) of Account Holder(s).

If you do not attach a void cheque, your financial institution must confirm your banking information by completing fields 5, 6 and 7 below.

Form fields 5-7: Financial Institution Name, Address and Telephone Number; Signature of Financial Institution Representative; Financial Institution Stamp.

4 - FOR PUBLIC PROSECUTION SERVICES OF CANADA

Form for processing and verification including PROCESSED BY, VERIFIED BY, Name, Signature, Date, and Vendor Code.

