



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Réception des soumissions - TPSGC / Bid Receiving -  
PWGSC  
1550 Avenue d'Estimauville  
1550 D'Estimauville Avenue  
Québec  
Québec  
G1J 0C7

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
TPSGC - PWGSC  
601 - 1550 Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

<b>Title - Sujet</b> G7 2018 - Graphic Production	
<b>Solicitation No. - N° de l'invitation</b> 08C80-170561/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> 08C80-170561	<b>Date</b> 2018-03-27
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCW-029-17371	
<b>File No. - N° de dossier</b> QCW-7-40336 (029)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-04-09</b>	<b>Time Zone Fuseau horaire</b> Heure Avancée de l'Est HAE
<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> Laliberté Seyer, Arlow	<b>Buyer Id - Id de l'acheteur</b> qcw029
<b>Telephone No. - N° de téléphone</b> (418) 649-2824 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## SUMMARY OF AMENDMENT 001

Request for Proposal No. 08C80-170561/A 's content is entirely replaced by Amendment 001 's content. The modifications to the original content are the following:

### **0 Tender Notice's Closure Time**

The tender notice's closure time is modified for: 2018/04/09 14:00 Eastern Daylight Time (EDT)

### **1 Basis of Payment**

Sections "7.7.1 Basis of Payment – Firm Unit Prices" and "7.7.2 Limitation of Expenditure" are deleted and replaced by "7.7.1 Limitation of Expenditures".

The Basis of Payment in Annex B have been modified.

### **2 Travel and Living Expenses.**

Section "7.7.4 Travel and Living Expenses - National Joint Council Travel Directive" has been added to "Part 7 – Resulting Contract Clauses".

Information regarding travel and living expenses has been modified in section "3.3 Contractor's Representative, Sites Managers, Installation and Service Crew common requirements" in Annex A.

### **3 Enquiries - Bid Solicitation**

Section « 2.4 Enquiries - Bid Solicitation » has been modified.

### **4 Financial Evaluation**

Section « 4.1.2 Financial Evaluation » has been modified.

### **5 Technical Rated Criteria**

The technical rated criteria 06 (RC06) has been modified.

The technical rated criteria 07 (RC07) has been modified.

### **6 Graphic Production Requirements**

Section "4.2 Graphic production" in Annex A has been modified.

### **7 Delivery Date**

Section "7.4.2 Delivery Date" in "Part 7 – Resulting Contract Clauses" has been modified.

### **8 Objective**

Section "8 – Objective" in Annex A has been modified.

### **9 3D Graphic Rendering**

Section "4.1 3D Graphic Rendering" in Annex A has been modified.

### **10 Bidder's Conference Report**

"Attachment 2 – Bidder's Conference Report" has been added.

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## **PART 1 - GENERAL INFORMATION**

### **1.1 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 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 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, and any other annexes.

### **1.2 Summary**

- 1.2.1 The Summit Management Office (Global Affairs Canada) must contract with a company that shall provide for the 2018 G7 Summit a wide range of graphic production services, including 3D graphic rendering, graphic production for branding, delivery, installation, dismantling, and management services. The main site for the G7 Summit is Le Manoir Richelieu located in La Malbaie, Province of Québec. The International Media Center will be at Centre des Congrès in Québec City, Province of Québec. The Canadian Forces Base Bagotville is in the Municipality of Bagotville, Province of Québec.
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses.
- 1.2.3 The requirement is not subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), because the required services category is excluded from those commercial agreements provisions. The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- 1.2.4 The requirement is subject to a preference for Canadian goods and/or services.

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### **1.3 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**

### **2.1 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 2017-04-27 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 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.

### **2.3 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.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 5 business 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.

## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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.

## **2.6 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **2.7 Bidders' Conference**

A bidders' conference will be held at 234 Laurier W, Ottawa, ON K1N 5X8, on March 21 2018. The conference will begin at 13:30. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than March 19 2018, 14:00.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

The following topics shall be discussed during the Bidders' Conference:

- The event schedules (including delivery, installation, dismantling dates, etc., for all sites).
- The Floor plans shall be provided for review only during that meeting. Prospective bidders will not be allowed to retain or copy any part of the floor plans provided at that meeting and, will need to agree to a Confidentiality Agreement which will be supplied at the time.
- Accommodation and meal plans specifications shall be clarified.
- Details and delivery dates for the 3D graphic renderings requirement shall be clarified.
- Other relevant information and questions potentials bidders might have

## **2.8 Certifications – Contract**

A3015C (2014-06-26) Certifications – Contract (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A3015C/4>)

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Due to the nature of the bid solicitation, bids transmitted by epost Connect service will not be accepted.

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

Section I: Technical Bid (4 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy 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>). 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 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.

#### **Section II: Financial Bid**

- 3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.

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### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C3011T/5>) Exchange Rate Fluctuation

### **3.1.3 SACC Manual Clauses**

#### **Section III: Certifications**

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 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.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Mandatory Technical Criteria are included in "Annex C - Mandatory and Point Rated Technical Criteria".

Although bidders must propose services and deliverables that meet all requirements listed in Annex A, upon closing of the bids, bids shall be assessed on the mandatory technical criteria, listed in the table in section "1. Mandatory Technical Criteria" of Annex C. Simply indicating that the criteria is "met" or that it meets the requirements is not enough. To demonstrate that the criteria is met, bidders must include proof of compliance with their bid.

Bidders should complete the "Reference" column of the table of mandatory technical criteria in section "1. Mandatory Technical Criteria" of Annex C, including references to the proof of compliance provided. Bidders should indicate where to find the information, specifying document titles and page and paragraph numbers. The proof of compliance must provide enough details and explanations to allow for a full assessment and demonstrate that each mandatory technical criteria has been met.

Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to website addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

#### **4.1.1.2 Point Rated Technical Criteria**

Point Rated Technical Criteria are included in “Annex C - Mandatory and Point Rated Technical Criteria”.

Upon closing of the bids, bids shall be assessed and submitted to a numerical score according to the point rated technical criteria, listed in the table in section “2. Point Rated Technical Criteria” of Annex C. Simply indicating that a criteria is “met” or that it meets the requirements is not enough. To demonstrate that a criteria is met, bidders must include proof of compliance with their bid.

Bidders should complete the “Reference” column of the table of point rated technical criteria in section “2. Point Rated Technical Criteria” of Annex C, including references to the proof of compliance provided. Bidders should indicate where to find the information, specifying document titles and page and paragraph numbers. The proof of compliance must provide enough details and explanations to allow for a full assessment of a point rated technical criteria.

Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to website addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

#### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated as follows: bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Canadian taxes excluded.

Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

Bids will be evaluated on a Delivered Duty Paid (DDP) Incoterms 2000 for shipments from a commercial contractor.

##### **4.1.2.1 Mandatory Financial Criteria**

Bidders must submit their financial bid in accordance with the Basis of Payment at Annex B, and must provide an individual price for each of the listed elements at Annex B.

#### **4.2 Basis of Selection**

##### **4.2.1 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; and
  - b. meet all mandatory criteria;
  - c. obtain the required minimum points specified for criteria numbers RC01, RC04, RC06 for the technical evaluation, and
  - d. obtain the required minimum of 30 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 125 points.

2. Bids not meeting (a) or (b) or (c) and (d) 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.

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 135 and the lowest evaluated price is \$45,000.

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>			
<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>	83.84	75.56	80.89
<b>Overall Rating</b>	1st	3rd	2nd

## **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.

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 specified will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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.

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

### 5.2.3 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the services offered are Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the services offered being treated as non-Canadian services.

The Bidder certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

**5.2.3.1** *SACC Manual* clause A3050T (2014-11-27) Canadian Content Definition  
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A3050T/3>)

### 5.2.4 Additional Certifications Precedent to Contract Award

#### 5.2.4.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

#### 5.2.4.2 Education and Experience

A3010T (2010-08-16) Education and Experience (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A3010T/4>)

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## **PART 6 - SECURITY REQUIREMENTS**

### **6.1 Security Requirements**

Before award of a contract, the conditions at section "7.3 Security Requirements" must be met.

Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

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

#### **7.2.1 General Conditions**

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

### **7.3 Security Requirements**

**7.3.1** The following security requirements apply and form part of the Contract:

Contractors and all staff members requiring access to the premises of the Summit Management Office and / or the various secure sites must first obtain an accreditation. These individuals will be required to submit personal information on an appropriate accreditation website provided to them by Global Affairs Canada (GAC). This information will be shared with the Royal Canadian Mounted Police (RCMP) for criminal record checks and to conduct a credit check. The normal time for such an audit is usually between 5 to 10 business days after the request.

Her Majesty has the right to establish security clearance requirements in her sole discretion. These requirements may include the requirement to complete a personal history form, to provide fingerprints and to be subject to an ad hoc investigation.

For more details on this subject, please contact SMOSecurity-SecuriteBGS@international.gc.ca

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to September 1, 2018, inclusive.

#### **7.4.2 Delivery Date**

All deliverables must be delivered in accordance with the dates and times specified in Annex A.

#### **7.4.3 Shipping Instructions - Delivery at Destination**

Goods must be delivered Delivered Duty Paid (DDP), to delivery points specified at Annex B, Incoterms 2000 for shipments from a commercial contractor.

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## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Arlow Laliberté Seyer  
Title: Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1550 Avenue d'Estimauville, Québec

Telephone: 418-649-2824  
E-mail address: arlow.laliberteseyer@tpsgc-pwgsc.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.

### 7.5.2 Project Authority

*[This section shall be completed at Contract Award]*

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
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.

### 7.5.3 Contractor's Representative

The Contractor's for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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.

## 7.7 Payment

### 7.7.1 Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, 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.

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (*insert the amount 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% committed, or
  - b. four 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.

### **7.7.2 Single Payment**

H1000C (2008-05-12) Single Payment (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/H/H1000C/2>)

### **7.7.3 Time Verification**

C0711C (2008-05-12) Time Verification (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C0711C/2>)

### **7.7.4 Travel and Living Expenses - National Joint Council Travel Directive**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle provided in Appendices B, C and D of the *National Joint Council Travel Directive* (<http://www.njc-cnm.gc.ca/directive/d10/en>) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Private commercial accommodation allowance (1 room) is: maximum 300 Canadian dollars (CAD), taxes extra.

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

## **7.8 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 and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **7.9 Certifications and Additional Information**

### **7.9.1 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.

### **7.9.2 SACC Manual Clauses**

A3060C (2008-05-12) Canadian Content Certification (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A3060C/1>)

## **7.10 Applicable Laws**

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

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### **7.11 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) General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Mandatory and Point Rated Technical Criteria; and
- (f) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*).

### **7.12 Foreign Nationals (Canadian Contractor or Foreign Contractor)**

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)  
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A2000C/1>)

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)  
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A2001C/1>)

### **7.13 Canadian Forces Site Regulations**

A9062C (20115-05-16) Canadian Forces Site Regulations (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9062C/4>)

## **ANNEX A - STATEMENT OF WORK**

### **0 - TITLE:**

Graphic Production for Branding for the 2018 G7 Summit.

### **1 - INTRODUCTION:**

The Government of Canada will be hosting the 2018 G7 Summit, to be held in the Province of Québec on June 8<sup>th</sup> and 9<sup>th</sup>, 2018.

The Summit Management Office of Global Affairs Canada has been tasked with the organization, planning and delivery of this summit at various venues in the Charlevoix, Saguenay and Québec City regions of Québec. As part of the requirement for these events, Canada will host the G-7 Leaders Summit in La Malbaie, Québec at the Fairmont Manoir Richelieu resort with press and peripheral events at the International Media Centre in Québec City. Over the course of the week, there will be several delegates and members of the press in the Charlevoix Region, Québec City and the surrounding area. The infield at Canadian Forces Base Bagotville and other sites in the region will also be key venues and will serve both the G7 Summit in La Malbaie as well as delegations and press in Québec City.

With this in mind, the Summit Management Office must contract with a company that shall provide a range of graphic production services, as well as management services for the production of such, in a comprehensive and cost-effective manner.

#### **1.1 Glossary:**

- Canadian Forces Base: CFB
- Fairmont Le Manoir Richelieu: LMR
- Global Affairs Canada: GAC
- International Media Centre: IMC
- Summit Management Office: SMO

### **2 - OBJECTIVE:**

The objective is to contract with a company that shall supply a wide range of services on demand, including 3D graphic rendering, graphic production for branding, delivery, installation, dismantling, and management services, as described in sections "3 - Requirements" and "4 - Deliverables".

### **3 - REQUIREMENTS**

#### **3.1 General information**

- The main site for the G7 Summit is LMR located in La Malbaie, Province of Québec. The IMC will be at Centre des Congrès in Québec City, Province of Québec. The CFB Bagotville is in the Municipality of Bagotville, Province of Québec.
- The following information shall be provided at Contract Award:
  - o Address of the SMO warehouse in Quebec City
  - o *Floor plans*

### **3.2 3D Graphic rendering and graphic production**

The Contractor shall provide the 3D graphic rendering and graphic production deliverables in accordance with the requirements in section "4. Deliverables".

### **3.3 Contractor's Representative, Sites Managers, Installation and Service Crew common requirements**

The following requirements apply to the contractor's representative, the sites managers and the service crew.

- Services must include installation, assembly, set up, dismantling of graphic material and delivery at the end of the event at SMO's warehouse in Quebec city. The contractor's representative, the sites managers and the service crew will ensure that all backdrops, murals, wall treatments, banners and signage is sized and installed correctly before the event.
- From May 28<sup>th</sup> to June 10<sup>th</sup> 2018, inclusively, the contractor's representative, site manager, installation and service crew shall be available 24 hours a day at LMR. On the occasion that there is an issue that demands immediate attention, the contractor's representative must respond within an hour of a service call being made. In addition, the site manager and the service crew must be able to be on site within six hours of a service call being made.
- The contractor's representative, the sites managers and the service crew must respect the routine internal policies of LMR, any venue contracted in Québec City, CFB Bagotville while performing their duties. It will be the responsibility of the selected contractor to know, understand and respect any union jurisdictions that exist at any of the venues. The contractor's representative and the service crew shall abide by all rules and regulations of the facility and of all security agencies and forces associated with the SMO.
- The contractor will be responsible for the handling, warehousing and transportation of materials between the shipping and receiving docks and the given rooms with the exception of heavy or motorized equipment belonging to LMR, the IMC, CFB Bagotville which will be handled by the staff of those facilities or their representatives.
- The SMO will endeavour to arrange for limited accommodation space during the working period. Reservations and room allocations will be ensured by the Project Manager. Any rooms arranged for by the SMO will be double occupancy. In some instances, meals may be provided to supplier personnel during the time of the Summit if those personnel are restricted to a secure area. More information on travel and living expenses is provided at section "7.7.4 Travel and Living Expenses - National Joint Council Travel Directive" in "Part 7 – Resulting Contract Clauses".
- If other services that those required in section "3. Requirements" are required during the execution of the Contract, those requirements shall be addressed through subsequent amendments to the Contract.

- The contractor's representative and the sites managers must be able to speak French and English fluently; they shall be able to communicate verbally in French and English without any assistance and with minimal errors. During the event, the working language at all venues and the surrounding areas shall be French.

### **3.4 Contractor's Representative:**

- The contractor's representative shall be responsible for the project's planning and execution. He/she shall ensure that all duties and services are provided within the specified time lines. He/she shall be responsible of the coordination and execution of the project. He/she shall supervise the sites managers throughout the execution of the work.
- The contractor's representative shall act as a liaison between the Project Manager and the Contractor's main office. He shall be able and might be asked to explain process, materials and finishes as well as manage digital files and the production schedule.
- From Contract Award to June 18<sup>th</sup> 2018, the contractor's representative shall be in contact with the client on a regular basis, by telephone and by email. It has been estimated that one meeting per week (conference call or in person meetings) would be needed from Contract Award to completion of the Summit. Throughout the planning phase of the project, the contractor's representative shall attend up to five meetings in person, in Ottawa Ontario, Québec City and/or La Malbaie, Québec. The amount of meetings is an estimate only and is subject to change throughout the project's organization and execution. The approximate number of meetings is included only to ensure that potential bidders recognize the volume of work necessary. The contractor's representative shall be available for other meetings in person.
- From Contract Award to June 5<sup>th</sup> 2018, inclusively, Monday to Friday, from 8AM to 6PM, the contractor's representative shall answer any call or email within a maximum of 3 hours. From May 25<sup>th</sup> to June 5<sup>th</sup> 2018 inclusively, the contractor's representative shall answer any call or email within a maximum of 3 hours on week-ends.

### **3.5 Sites Managers**

- The contractor shall provide one site manager for every venue.
- The site managers shall supervise the service crew throughout the execution of the work.

### **3.6 Installation and Service Crew**

- The installation and service crew shall be responsible for installation, assembly, set up, dismantling of graphic material and delivery at the end of the event at SMO's warehouse in Quebec city and any repair work needed for the project's requirement.
- The installation and service crew shall be equipped with the necessary materials and tools.

## **4 – DELIVERABLES**

Annex B provides an estimated list of production elements and the venues and sites where those shall be required.

### **4.1 3D Graphic rendering**

- The contractor shall produce one 3D graphic rendering proposal for each of the 13 following rooms:
  - o Expended meeting room
  - o Press Theatre
  - o 3 bilateral meeting rooms
  - o 8 photo ops – indoors and outdoors
  
- The contractor shall provide 3D graphic renderings within a maximum of 96 hours after written request by the project manager. A more detailed production schedule will be provided at the bidders' conference.

### **4.2 Graphic production**

- The Contractor shall provide the graphic production elements listed in Annex B. A first confirmed requirement of inventory will be provided to the Contractor on or before April 27, 2018. If extra quantities of the same items for which the Contractor has provided unit prices are required, those requirements shall be addressed in accordance with the unit prices listed in Annex B. If different elements than those for which the Contractor has provided unit prices are required throughout the Contract, those requirements shall be addressed through subsequent amendments to the Contract.
  
- Production schedule must include a proper proofing process for all production elements. From Contract Award to the graphic production delivery, the contractor's representative shall provide weekly updates of the production schedule to the project manager.
  
- All production must be flawless: no defects in alignment of print, ink runs, colour inconsistencies or defects will be accepted. Colours and materials should be consistent in style, quality and size, and as proposed to SMO. Graphic production items that are not consistent in colour, quality and style will not be acceptable.
  
- The complete production elements must be available for the project's manager inspection at the contractor's warehouse no later than May 21, 2018, after confirmation of production elements.
  
- The deliverables included in the first confirmed requirement of inventory shall be delivered to the venues no later than May 25, 2018. For subsequent requirements, the Contractor must use the best possible means and act diligently to meet the delivery dates requested by the Project Manager throughout the execution of the Contract.

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- The deliverables must be delivered to the venues by straight trucks.
- An Order Identifier Protocol as described in “Attachment 1” of this document will be provided.
- Regarding the backdrops items, the Contractor must offer to Canada the irrevocable option to either acquire or rent the backdrops structures. Although the printed material shall be acquired, backdrop structures could either be acquired or rented. See “Annex B – Basis of Payment” for more information on this requirement.
- The Contractor must have at least one graphic production facility available within a 500km driving distance from LMR. The Contractor must have the capacity to operate this production facility during the execution of the Contract to meet subsequent requirements.
- The Contractor production facilities should be able to produce graphics on various types of material upon request 24 hours a day, 7 days a week.

## ANNEX B – BASIS OF PAYMENT

### 1. Basis of Payment A – Deliverables and other services

When requested, the contractor must provide a unit price per unit of measurement, for example \$ / square foot.

All quantities, although realistic, are estimate only and subject to change throughout the project's organization and execution. The elements description and quantities are included only to ensure that potential bidders recognize the volume of equipment necessary and for the bids financial evaluation. The realistic estimated quantity required is unknown for all items that have a quantity of "1". Those items are included in the basis of payment in order to have unit prices for subsequent requirements and for the bids financial evaluation. Required firm quantities shall be confirmed during the execution of the Contract.

Location	Item #	Context	Element	Description	Estimated Quantity	Unit Price	Total Price
N.A.	1.	N.A.	3D Graphic Rendering Proposal	3D graphic rendering proposal Refer to section "4.1 3D Graphic rendering" of Annex A for details	13		
LMR	2.	Bilateral Meetings	Backdrop	Printed fabric Backdrop on frame-floor – Mat finish and camera friendly, 8' H x 10' W	3		
	3.		Backdrop	Printed fabric Backdrop on frame-floor - Mat finish and camera friendly, 13' H x 8' W	1		
	4.		Carpet	Carpets c/w laser cut insert of G7 Logo, 12' x 12'. Unit price per square foot	4		
	5.	Meeting room	Backdrop	3-sectionned Printed fabric Backdrop on frame-floor /or Suspended printed backdrop, - Mat finish and camera friendly approximately 15' H x 63" W each section	3		
	6.		Nomadic wall	Self-standing tubular structure acting as a curved wall with a height of 3050 mm, a depth of about 300 mm, a length of 5963 mm and a radius of 3435 mm. Wall is to be covered with panels or a full fabric with G7 Logo with light.	1		
	7.	G7 Crests on front of Sherpa's Desk	3D G7 Logo	3D-G7 Logo Crests on 1/2" gatorboard, approximately 10" discs mounted to front of desks. Unit price per square inch	30		
	8.	Meeting room	Graphic panel	Self-standing Sintra panel to frame TV monitor with G7 branding 8' H x 10' W	1		
	9.	Social Media lounges	Backdrop	Printed fabric Backdrop on frame-floor - Mat finish and camera friendly, 8' H x 10' W	2		

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Location	Item #	Context	Element	Description	Estimated Quantity	Unit Price	Total Price
LMR	10.	Official Greetings	Backdrop	Printed fabric Backdrop on frame-floor - Mat finish and camera friendly, 10' H x 14' W	1		
	11.		Backdrop	Printed fabric Backdrop on frame-floor - Mat finish and camera friendly, 8' H x 10' W	1		
	12.		Backdrop	2-sectionned Printed Backdrop on frame-floor /or Suspended printed backdrop - Mat finish and camera friendly, 15' H x 4' W each sections	2		
	13.	Briefing Theatres	Backdrop	Printed fabric Backdrop on frame-floor, Mat finish and camera friendly, 12' H x 16' W	2		
	14.		Graphic panel	Sintra overlay panel for front surface of stage with G7 Logo 2' H x 36' L	1		
	15.		Graphic panel	Sintra 3-sided box 1' H x 12' L to cover base of flag poles with G7 branding.	2		
	16.		Vinyl sticker	Removable vinyl stickers with G7 Logo for front of interpretation booths approx.10" in diameter. Unit price per square inch	7		
	17.		Graphic panel	Podium sign (Sintra or vinyl – TBD) 40,5" H x 8" W	3		

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Location	Item #	Context	Element	Description	Estimated Quantity	Unit Price	Total Price
LMR	18.		Film window covering	French doors to be covered with plain window film - 7' H x 3' W. Unit price per square foot	4		
	19.		Film window covering	Glass wall to be covered with printed window film - 12' H x 33' W. Unit price per square foot	1		
	20.	Meeting rooms - corridors	Retractable Banner Stands (Roll-up)	Freestanding retractable banner stands, c/w bungeed pole, carry bag, production of graphics (rental only). Approximate size: 8' H x 3' W	19		
	21.	All rooms	Indoor flags	Applique fabric with G7 logo c/w stitched edges and standard flagpole hanging hardware - Size: 3'.5" x 6'	50		
	22.		3D Sculpture	3D Sculpture made out of foam or wood painted to match G7 Logo colours. Approximate size: 5' W x 3'H x 15"D	1		
	23.	Transport	Vinyl sticker	Removable vinyl stickers with G7 Logo and G7 country flags for front and back of vehicles 5" x 5". Unit price per square inch	36		
	24.	Outdoors	Flag Banners	Outdoors Flag Banner, aka Oriflammes, bearing the G7 logo. The pole should be approximately 10' high and the sail should be approximately 3',5" x 10'. The shape of the sail should be like a tear drop. Double-sided printing.	5		
	25.	Outdoors	Flag Banners	Outdoors Flag Banner, aka Oriflammes, bearing the G7 logo. The pole should be approximately 10' high and the sail should be approximately 3',5" x 10'. The shape of the sail should be like a tear drop. One-sided printing only.	1		

Location	Item #	Context	Element	Description	Estimated Quantity	Unit Price	Total Price
LMR - exterior	26.		Exterior flags	Applique fabric with G7 logo c/w stitched edges and standard outdoor flagpole hanging hardware - Size: 4'.5" x 9'. Unit price per unit	3		
	27.		Exterior oversized flags	Applique fabric with G7 logo c/w stitched edges and standard outdoor flagpole hanging hardware - Size: 6' x 12'. Unit price per unit	3		
Media Center – Qc City	28.	Briefing theatres	Backdrop	Printed fabric Backdrop on frame-floor, Mat finish and camera friendly, 12' H x 24' W	2		
	29.	Meeting rooms / corridors	Retractable Banner Stands (Roll-up)	Freestanding retractable banner stands, c/w bungeed pole, carry bag, production of graphics (rental only). Approximate size: 8' H x 3' W	14		
	30.	Level 400	Vertical Banners	Indoors Vertical Banners with G7 logo – Approximate size: 4' H x3' W. Double-sided printing.	2		
	31.	Press conference – Briefing theatres	Sintra	Podium sign 40,5" H x 8" W	3		
	32.	Press conference – Briefing theatres	Vinyl sticker	Removable vinyl stickers with G7 Logo for front of interpretation booths approx.10" in diameter. Unit price per square inch	9		

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Location	Item #	Context	Element	Description	Estimated Quantity	Unit Price	Total Price
Media Center - LMR	33.	Briefing theatre	Backdrop	Printed Backdrop on frame-floor, Mat finish and camera friendly, 8' H x 10' W	1		
	34.	Main entrance	Film wall covering	Panels to be covered with printed film - each panel is approximately. 6' H x 3' W. Unit price per square foot	15		
	35.		Film window covering	Panel window to be covered with printed window film - each panel is approximately 8' H x 3' W. Unit price per square foot	3		
	36.	Main room	Film wall covering	Branded film approximately 6" x 300' applied on Octonorm walls. Unit price per square foot	1		
	37.	Outdoors	Flag Banners	Outdoors Flag Banner, aka Oriflammes, bearing the G7 logo. The pole should be approximately 10' high and the sail should be approximately 3',5" x 10'. The shape of the sail should be like a tear drop. Double-sided printing.	1		
	38.	Outdoors	Flag Banners	Outdoors Flag Banner, aka Oriflammes, bearing the G7 logo. The pole should be approximately 10' high and the sail should be approximately 3',5" x 10'. The shape of the sail should be like a tear drop. One-sided printing only.	1		

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Location	Item #	Context	Element	Description	Estimated Quantity	Unit Price	Total Price
<b>Media Center - LMR</b>	39.	Main entrance	Flag Banners	Outdoors Flag Banner, aka Oriflammes, bearing the G7 logo. The pole should be approximately 5' high and the sail should be approximately 2' x 5'. The shape of the sail should be like a tear drop. Double-sided printing.	3		
	40.	Main entrance	Flag Banners	Outdoors Flag Banner, aka Oriflammes, bearing the G7 logo. The pole should be approximately 5' high and the sail should be approximately 2' x 5'. The shape of the sail should be like a tear drop. One-sided printing only.	3		
	41.		Vertical Banners	Indoors Vertical Banners with G7 logo - 5' x 2'	3		
	42.	Outdoors	Vertical Banners	Street Pole Banners with G7 logo – Approximate size: 5' x 1',5". Unit price per square foot	30		
	43.		Vertical Banners	Street Pole Banners with G7 logo - Approximate size: 3' x 1',5". Unit price per square foot	30		
<b>CFB Bagotville</b>	44.	Waiting rooms	Retractable Banner Stands (Roll-up)	Freestanding retractable banner stands, c/w bungeed pole, carry bag, production of graphics (rental only). Approximate size: 8' H x 3' W	4		
	45.		Backdrop	Printed Backdrop on frame-floor 8' H x 10' W	3		

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Item #	Description	Estimated Quantity (Rental Days)	Unit Price per Rental Day	Total Price
46.	Backdrop structure rental for the following item "Printed fabric Backdrop on frame-floor – Mat finish and camera friendly, 8' H x 10' W"	1		
47.	Backdrop structure rental for the following item "Printed fabric Backdrop on frame-floor - Mat finish and camera friendly, 13' H x 8' W"	1		
48.	Backdrop structure rental for the following item "3-sectionned Printed fabric Backdrop on frame-floor /or Suspended printed backdrop, - Mat finish and camera friendly approximately 15' H x 63" W each section"	1		
49.	Backdrop structure rental for the following item "Printed fabric Backdrop on frame-floor - Mat finish and camera friendly, 8' H x 10' W"	1		
50.	Backdrop structure rental for the following item "Printed fabric Backdrop on frame-floor - Mat finish and camera friendly, 10' H x 14' W"	1		
51.	Backdrop structure rental for the following item "Printed fabric Backdrop on frame-floor - Mat finish and camera friendly, 8' H x 10' W"	1		
52.	Backdrop structure rental for the following item "2-sectionned Printed Backdrop on frame-floor /or Suspended printed backdrop - Mat finish and camera friendly, 15' H x 4' W each sections"	1		
53.	Backdrop structure rental for the following item "Printed fabric Backdrop on frame-floor, Mat finish and camera friendly, 12' H x 16' W"	1		
54.	Backdrop structure rental for the following item "Printed fabric Backdrop on frame-floor, Mat finish and camera friendly, 12' H x 33' W"	1		
55.	Backdrop structure rental for the following item "Printed fabric Backdrop on frame-floor /or Suspended printed backdrop, - Mat finish and camera friendly approx. 15' H x 40' W"	1		
56.	Backdrop structure rental for the following item "Printed fabric Backdrop on frame-floor, Mat finish and camera friendly, 12' H x 24' W"	1		
57.	Backdrop structure rental for the following item "Standard wall panels to act as a backdrop. Wall is to be covered with a full G7 colour logo, 20' H x 36' W"	1		
58.	Backdrop structure rental for the following item "Printed Backdrop on frame-floor, Mat finish and camera friendly, 8' H x 10' W"	1		
59.	Backdrop structure rental for the following item "Printed Backdrop on frame-floor 8' H x 10' W"	1		

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Item #	Description	Estimated Quantity	Unit Price	Total Price
60.	Printed fabric for the following item "Printed fabric Backdrop on frame-floor – Mat finish and camera friendly, 8' H x 10' W"	1		
61.	Printed fabric for the following item "Printed fabric Backdrop on frame-floor - Mat finish and camera friendly, 13' H x 8' W"	1		
62.	Printed fabric for the following item "3-sectionned Printed fabric Backdrop on frame-floor /or Suspended printed backdrop, - Mat finish and camera friendly approximately 15' H x 63" W each section"	1		
63.	Printed fabric for the following item "Printed fabric Backdrop on frame-floor - Mat finish and camera friendly, 8' H x 10' W"	1		
64.	Printed fabric for the following item "Printed fabric Backdrop on frame-floor - Mat finish and camera friendly, 10' H x 14' W"	1		
65.	Printed fabric for the following item "Printed fabric Backdrop on frame-floor - Mat finish and camera friendly, 8' H x 10' W"	1		
66.	Printed fabric for the following item "2-sectionned Printed Backdrop on frame-floor /or Suspended printed backdrop - Mat finish and camera friendly, 15' H x 4' W each sections"	1		
67.	Printed fabric for the following item "Printed fabric Backdrop on frame-floor, Mat finish and camera friendly, 12' H x 16' W"	1		
68.	Printed fabric for the following item "Printed fabric Backdrop on frame-floor, Mat finish and camera friendly, 12' H x 33' W"	1		
69.	Printed fabric for the following item "Printed fabric Backdrop on frame-floor /or Suspended printed backdrop, - Mat finish and camera friendly approx. 15' H x 40' W"	1		
70.	Printed fabric for the following item "Printed fabric Backdrop on frame-floor, Mat finish and camera friendly, 12' H x 24' W"	1		
71.	Print for the following item "Standard wall panels to act as a backdrop. Wall is to be covered with a full G7 colour logo, 20' H x 36' W"	1		
72.	Printed fabric for the following item "Printed Backdrop on frame-floor, Mat finish and camera friendly, 8' H x 10' W"	1		
73.	Printed fabric for the following item "Printed Backdrop on frame-floor 8' H x 10' W"	1		
74.	Freestanding one sided lightbox with G7 Logo, 12' H x 10' W x 6" D	1		
75.	Turf Grass Carpet, c/w laser cut insert of G7 Logo. Approximate size: 24' W x 8' D. Unit price per square foot	1		
76.	Film window covering on 3 separate levels - printed and plain window film required - approx. 25 000 square feet to cover. Unit price per square foot for printed and plain film	1		

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Item #	Description	Estimated Quantity	Unit Price	Total Price
77.	Delivery cost via straight truck, to La Malbaie, in accordance with section "7.4.3 Shipping Instructions - Delivery at Destination"	1		
78.	Delivery cost via ONE straight truck, to La Malbaie, in accordance with section "7.4.3 Shipping Instructions - Delivery at Destination"	1		
79.	Delivery cost via ONE straight truck, to La Malbaie, in accordance with section "7.4.3 Shipping Instructions - Delivery at Destination"	1		
80.	Daily rate for Contractor's representative	16		
81.	Daily rate for site managers	12		
82.	Hourly rate per person for installation and service crew	80		
<b>TOTAL EVALUATION COST*</b>				
<i>* Firm prices, DDP destination. Customs duties are included and applicable taxes are extra. Travel and living expenses of the staff are excluded.</i>				

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## 2. Basis of Payment B – Unit Price Premium According to Available Time

If the delivery of graphic production items is required in 5 business days or less, the unit prices of the required items will be increased in accordance with the premium percentages shown in the table below. The time available to complete the production and the delivery of the graphic production items must be settled at the time of the order by the Project Authority and the Contractor's Representative. The available time must be confirmed in writing at the time of the order.

<b>Premium Code</b>	<b>Available time to complete production and delivery</b>	<b>Premiums % to item's unit price</b>
B.1	5 to 2 business days	
B.2	Less than 2 business days	

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### 3. Basis of Payment C – Total Bid Evaluation Cost

The total bid evaluation cost, taxes extra, is the sum of the items in the following table.

<b>Total evaluation cost of Basis of Payment A</b>	
<b>Total evaluation cost of Basis of Payment A multiplied by “B.1” premium % in Basis of Payment B</b>	
<b>Total evaluation cost of Basis of Payment A multiplied by “B.2” premium % in Basis of Payment B</b>	
<b>TOTAL BID EVALUATION COST OF THE BID, EXCLUDING APPLICABLE TAXES</b>	

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## ANNEX C - MANDATORY AND POINT RATED TECHNICAL CRITERIA

### 1. Mandatory Technical Criteria

MANDATORY CRITERIA	Compliant	Non-compliant	Reference (specify the page in your document)
MC01  The bidder, as a company, must have been in business for at least 5 years in the domain of graphic production services.			
MC02  The proposed contractor's representative: <ul style="list-style-type: none"><li>- must have 36 months of experience in the past 120 months at a management level</li><li>- must have worked as a contractor's representative on 2 projects in the "same field" in the past 120 months.</li><li>-</li></ul> Proof of compliance could be a CV.  <i>** "Same field" is defined as "major international events and/or high-level events contracts for graphic production services in the following contexts: international Summit, convention, congress, conferences, colloquia".</i>			

## 2. Point Rated Technical Criteria

RATED CRITERIA	Score <i>(to be completed by the evaluation team)</i>	Reference <i>(specify the page in your document)</i>
<p>RC01</p> <p>Bidders must have completed at least 2 projects of a “similar scope”* and in the “same field”** in the past 120 months.</p> <p>* <i>“Similar scope” is defined as “a project worth a minimum of \$200 000.00 CAD”;</i></p> <p>** <i>“Same field” is defined as “major international events and/or high-level meetings contracts for graphic production services in the following contexts: international Summit, convention, congress, conferences, colloquia”.</i></p> <p>To demonstrate compliance with this criteria, bidders must provide with their bid:</p> <p>(1) A brief description of each project, demonstrating, among other things, that it met the definition of the “same field” criterion          (2) The total value of each project          (3) The dates of each project          (3) A letter of reference signed by the client, for each project.</p> <p>Bidders must include at least 2 projects and at most 5 projects. Only the first 5 projects listed in sequence will receive consideration and any others will receive none as though not included. Bidders should not exceed three pages per project. Bidders may add photos.</p> <p>Minimum points: 20          Maximum points: 50</p> <p>Evaluation scale :</p> <ul style="list-style-type: none"> <li>- 50 points : Bidder has completed 5 projects compliant with the criterion</li> <li>- 40 points : Bidder has completed 4 projects compliant with the criterion</li> <li>- 30 points : Bidder has completed 3 projects compliant with the criterion</li> <li>- 20 points : Bidder has completed 2 projects compliant with the criterion</li> <li>- 0 point : Bidder has completed less than 2 projects compliant with the criterion</li> </ul>		

<b>RATED CRITERIA</b>	<b>Score</b> <i>(to be completed by the evaluation team)</i>	<b>Reference</b> <i>(specify the page in your document)</i>
<p>RC02</p> <p>Bidders should have implemented an environmental management system in their operations that includes a certification ( ex : ISO 14001, the Clé Verte environmental certification or other environmental management system recognized by a third party).</p> <p>To demonstrate compliance with this criterion, bidders must provide with their bid a copy of their certification and a description of the environmental management system.</p> <p>Minimum points: N.A.            Maximum points: 10</p> <p>Evaluation scale :</p> <ul style="list-style-type: none"> <li>- 10 points : criteria is met</li> <li>- 0 point : criteria is not met</li> </ul>		
<p>RC03</p> <ol style="list-style-type: none"> <li>1. Bidders should have implemented sustainable development measures or programs (at least 2 measures and/or programs) for reducing energy consumption, for reducing water consumption, for reducing and managing solid waste (reuse, recycle and/or composting), for management of hazardous wastes, of halocarbons and/or interior air quality at their offices and/or branches (up to 5 points). To demonstrate compliance with this criterion, bidders must explain their concrete measures and/or provide their sustainable development programs with their bid.</li> <li>2. Bidders should have a sustainable development action plan (2 points). To demonstrate compliance with this criterion, bidders must provide with their bid a copy of the sustainable development action plan.</li> <li>3. Bidders should have a report that follows up on sustainable development actions (3 points). To demonstrate compliance with the criterion, bidders must provide with their bid, a copy of their sustainable development actions' follow up report.</li> <li>4. Bidders should have environmentally friendly printing ink options available for use at the discretion of contractor. The environmentally friendly printing ink should have an environmental third party certification (for example: Ecologo, Greenguard, Greeguard gold, Gracol, Napim etc.). Bidders must ensure same level of quality as tradition ink and not impact quality of final product (5 points). To demonstrate compliance with the criterion, bidders must provide with their bid, any document which proves the ink's environmental certification).</li> </ol>		

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<b>RATED CRITERIA</b>	<b>Score</b> <i>(to be completed by the evaluation team)</i>	<b>Reference</b> <i>(specify the page in your document)</i>
<p>RC03 (continued)</p> <p>Minimum points: N.A.            Maximum points: 15</p> <p>Evaluation scale :</p> <ul style="list-style-type: none"> <li>- Bidder meets all criteria : 13 to 15 points</li> <li>- Bidder implements sustainable development measures/programs: up to 5 points (criterion 1):                Bidder implements 2 sustainable development measures/programs : 3 points; OR                Bidder implements more than 2 sustainable development measures/programs: 5 points;</li> <li>- Bidder has a sustainable development action plan : 2 points (criterion 2)</li> <li>- Bidder produces a report that follows up on sustainable development actions : 3 points (criterion 3)</li> <li>- Bidder has an environmental friendly printing ink option to propose : 5 points (criterion 4)</li> </ul> <p>All criteria are not met: 0 point</p>		
<p>RC04</p> <p>Bidders must demonstrate, with specific examples, that they have the capacity and shall comply with the following requirement: "From May 28<sup>th</sup> to June 10<sup>th</sup> 2018, inclusively, the contractor's representative, site manager, installation and service crew shall be available 24 hours a day at LMR. On the occasion that there is an issue that demands immediate attention, the contractor's representative must respond within an hour of a service call being made. In addition, the site manager and the service crew must be able to be on site within six hours of a service call being made."</p> <p>Minimum points: 5            Maximum points: 10</p> <p>Evaluation scale: The generic assessment table included at the end of this Annex will be used for evaluating this criterion. The rating obtained will then be weighted according to the rating scale of this criterion to determine the total score for this criterion.</p>		

<b>RATED CRITERIA</b>	<b>Score</b> <i>(to be completed by the evaluation team)</i>	<b>Reference</b> <i>(specify the page in your document)</i>
<p>RC05</p> <p>Bidders should demonstrate that they have the capacity to meet the following requirement: "All production must be flawless: no defects in alignment of print, ink runs, colour inconsistencies or defects will be accepted. Colours and materials should be consistent in style, quality and size, and as proposed to SMO. Graphic production items that are not consistent in colour, quality and style will not be acceptable". To demonstrate compliance with these criteria, bidders should provide with their bid a description of procedures in place for quality control. This demonstration of compliance must not exceed one page.</p> <p>Minimum points: N.A.            Maximum points: 15</p> <p>Evaluation scale: The generic assessment table included at the end of this Annex will be used for evaluating this criterion. The rating obtained will then be weighted according to the rating scale of this criterion to determine the total score for this criterion</p>		
<p>RC06</p> <p>Bidders must have at least one graphic production facility available within a 500km driving distance from LMR. Driving distance from the contractor's facilities to LMR shall be evaluated with Google Maps.</p> <p>Minimum points: 5            Maximum points: 15</p> <p>Evaluation scale:</p> <ul style="list-style-type: none"> <li>- Bidders must have at least one graphic production facility available within a 500km driving distance from LMR: 5 points</li> <li>- Bidders must have at least one graphic production facility available within a 400km driving distance from LMR: 10 points</li> <li>- Bidders must have at least one graphic production facility available within a 200km driving distance from LMR: 15 points</li> </ul>		
<p>RC07</p> <p>Bidders' production facilities should be able to produce graphics on various types of material upon request 24 hours a day, 7 days a week. To demonstrate compliance with this criteria, bidders should provide with their bid a description of their production facilities' capacities. This demonstration of compliance must not exceed one page</p> <p>Minimum points: N.A.            Maximum points: 10</p> <p>Evaluation scale: The generic assessment table included at the end of this Annex will be used for evaluating this criterion. The rating obtained will then be weighted according to the rating scale of this criterion to determine the total score for this criterion</p>		

**3. Generic Assessment Table :**

INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 % Of the points	25 % Of the points	50 % of the points	75 % of the points	100 % Of the points
Did not submit information which could be evaluated  or  Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
Weaknesses that cannot be corrected or weaknesses that are unlikely to be corrected.	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
Extremely poor, insufficient to meet performance requirements	Minimum acceptable capability, should meet minimum performance.	Acceptable capability, should ensure adequate results	Very satisfactory capability, should ensure very effective results.	Superior capability, should ensure very effective results

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## **ATTACHMENT 1 - ORDER IDENTIFIER PROTOCOL**

The Order Identifier Protocol is a system to ensure that each of the Contractors' work orders can be easily referenced to an event and location by the client. While a formal description of the Order Identifier Protocol will be provided at a bidder's conference, the outline of this protocol is as follows:

The client will be providing the Contractor with detailed floor and site plans for each venue, building and room that will be used throughout the project. Each of these floor plans has a distinct number and will form the basis of the reference system when used in conjunction with the room name.

Having the Order Identifier Protocol will allow the client and the Contractor to cross reference the work order to the plans for planning, logistics, installation and most importantly for reconciliation of the final invoice. Work orders generated by the client that do not include an Identifier number may be contested or questioned by the client during invoicing.

The Order Identifier Protocol will consist of a three part number/letter reference and must be noted on each work order that the Contractor writes or produces. It will have a one digit number combination, followed by a three digit letter combination, followed by a four digit letter/number combination.

The initial two digit number combination should reference the Summit. The G7 Summit is included in the Contractors' responsibilities so the Identifier will start with the number "7".

The second three letter combination will reference the venue that the work order is associated with.

Fairmont Manoir Richelieu = LMR  
International Media Centre = IMC  
CFB Bagotville = BFC

The final number/letter combination will be taken directly from the floor plan issued by the client for a specific room or area. Each of the floor plans issued by the client has a number/letter combination in the lower right-hand corner (example: Briefing Theatre "AA10") and this will be the final part of the reference.

As an example, Briefing Theatre at the Fairmont Manoir Richelieu for the G7 Summit will have an Order Identifier Protocol of "7 LMR AA10". The Identifier may be put in any part of the work order, such as a Memo line but it must be included on each work order whether electronic or print.

## **ATTACHMENT 2 – BIDDER'S CONFERENCE REPORT**

Date: 2018-03-21

Location: 234 Laurier West, Ottawa, Canada

### **1. Opening remarks**

The meeting's agenda is presented. Participants were informed that, with the exception of the confidential information concerning the site plans and the event calendar, all the information shared during this meeting and any questions and answers will be published in the following days to allow everyone to consult them. The confidential information presented does not matter in the preparation of bids.

### **2. Presentation of the participants**

Michèle Landry, Project Lead, Assistant Director Logistics and Facilities, Global Affairs Canada

Sandra Pinzon, Technical Authority, Manager Conference Services, Global Affairs Canada

Guy Thibault, Coordinator Conference Services, Global Affairs Canada

Nathalie Bélanger, Assistant Director Creative Services, Global Affairs Canada

Arlow Laliberté Seyer, Contracting Authority, Public Services and Procurement Canada

Johanne Baker, Team Leader Procurement, Public Services and Procurement Canada

Keith Miller, Alan Morris and Cameron Fraser – Exhibits

Nicole Laframboise, Exhibitor Services Director – Freeman

Gerry Price, President – The Look Company

Serge Martine and Jean-Pierre Rodriguez – Expographiq

### **3. Distribution and signing of the non-disclosure agreement**

All participants signed the non-disclosure agreements relating to confidential information presented during the conference.

### **4. Presentation of the project**

The Government of Canada will host the Charlevoix G7 Summit 2018, which will be held in the province of Quebec on June 8 and 9, 2018. The G7 Summit project is explained by specifying that the G7 Summit will generate interest from all over the world and will once again highlight Canada on the world stage, hence the importance of this contract.

The Summit Management Office (SMO) must contract with a company that shall provide a range of services, including 3D graphic rendering, graphic branding, delivery, installation, dismantling and management services.

The G7 delegations and Heads of State will begin arriving on June 6 and 7. There will be a Media Center at the Centre des Congrès de Québec (CCQ) and also a secondary media center at the Casino of Charlevoix. There will also be some airports that may require graphic production but on a small scale. On the other hand, graphic production will be much more present at Le Manoir Richelieu and CCQ. It should be noted that there will be no official arrival at airports.

Contractor's representative: the contractor's representative shall act as a liaison between the Project Manager and the Contractor's main office. That person will need to attend production meetings with the Summit Management Office and be responsible for all sites managers.

a. Sites Plans

The site plans were presented. This information is confidential and cannot be published in the report of the Bidders' Conference. Site plans do not matter or impact the preparation of submissions.

*Manoir Richelieu*

- Some fifteen rooms will include elements of the G7 brand.
- There will be 5 opportunities for photo sessions (family photos, welcome photos, etc.).
- 4 of these photo sessions have two options in case of rain. It is therefore necessary to provide a total of 9 scenarios.
- 3 photo sessions will require a custom platform that will require branding application.

There will also be:

- 4 rooms for bilateral meetings
- 1 Summit Room
- 3 briefing theaters
- 1 meeting room for the G7 outreach

*Casino*

The casino will include the following functions:

- Media Center which can accommodate about 200 media representatives
- Work area for the media
- Press Center

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*Centre des Congrès de Québec (CCQ)*

The CCQ will house the Media Center.

The plans of the CCQ were presented. The majority of graphic production will be at level 200, in the briefing theaters.

b. Accommodation plan and meal of suppliers

The contractor selected for this contract may include in his invoices the costs of accommodation, transport and meals for his staff during the performance of the contract, in accordance with the terms and conditions of the contract. More information on this will be included in Amendment 001 of Request for Proposals 08C80-170561 / A.

Accommodation: the amount of rooms available for accommodation is limited. The Summit Management Office will try to facilitate the accommodation for all of the suppliers' staff.

Meals: Until the sites are secured, suppliers' employees are responsible for their meals. When the sites have become secured and the suppliers' employees cannot go easily out of the secure sites, the Summit Management Office will provide the meals for the suppliers' employees.

c. Information and delivery dates of 3D

Nathalie Bélanger advises that she has a team of designer who are already working on graphics work and designs that will be provided to the supplier for printing.

The contractor must provide 3D rendering proposal no later than 96 hours after receipt of our request in order for us to obtain appropriate approvals.

Bidders should be aware that on April 27, 2018, there will a conference in Québec City for all winning bidders.

## **5. Overview of the Request for Proposal**

5.1 *Some key facts about this procurement process:* the procurement tool we're using here is a standard Request for proposal which could lead to the Award of a Contract. Our goal is to have a procurement tool that will allow us to order optional items quickly and effectively.

5.2 *Evaluation procedures:* some of the point rated criteria are Mandatory. It is essential that bidders demonstrate thoroughly in their bid that each mandatory technical criteria are met. Bidders must *demonstrate* that they meet each rated technical criteria requiring a minimum of points. Bidders must complete the different basis of payment and propose a price for each item.

5.3 *Basis of selection:* 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.

**5.4 Basis of payment:** every item for which we have a unit price will be easy to order without having to do a formal Contract modification. If new items that haven't been included in any basis of payment are required, those new requirements shall be addressed through a Contract modification. The RFP's basis of payment include estimated quantities only. The project manager has identified all of the material she believes will be required at this point of time. However, those are estimates and may change throughout the Summit organisation. For that reason, we have decided to change the basis of payment to have no firm quantities at this point and confirm quantities after Contract Award.

**5.5 Conclusion:** Bidders must prepare their bid as if they were doing an exam for which there are "pass or fail questions". Bidders should have one person entirely dedicated to the bid preparation, to avoid any mistake. There must be no direct communication during bid solicitation and evaluation phase between the technical authority / project manager and bidders. If bidders need to contact somebody, they must contact the contracting authority.

## 6. Questions and answers

- a. *Where is the access to enter the material at the Manoir?* The dock for trucks is to the left of the Manoir.
- b. *Is it ok if we go to the different sites to take pictures to prepare the rendering proposals?* Yes, there will be a site visit shortly after the contract award with the winning bidder where you will be able to take pictures.
- c. *For storage of our equipment and tools, will there be any rooms to secure our material?* Yes but it is quite limited, however it will be possible for you to bring a truck to store your equipment during the Summit and leave the truck in the parking spot that will be designated for you.
- d. *Will there be a lift supplied to install items above 12 feet which are hanging from the sealing?* Yes, you do not need to provide one.
- e. *The Contractor's representative should start when?* In mid-April.
- f. *If we are more than 500 km as requested in the RFP, can we partner with a sub-contractor closer to the event?* Yes.
- g. *What is the procedure for approval of the accreditation?* Inside the SMO we have an accreditation team that will do the verification in cooperation with the RCMP. Therefore, all of your employees that will be working on any of our sites will need to go through the accreditation. There will be a website at the beginning of April where you will be able to provide the employees information for their accreditation. If your employee do not get their accreditation, they will not be able to work on any sites.
- h. *Regarding the security requirements, does it apply to truck drivers as well?* Yes and the RCMP may ask for drivers licence, truck registration, truck license plate etc. The Summit Management Office can provide support through the accreditation process.
- i. *When the site is secured, does it means that our employees cannot go out of the secure zone from June 3 to June 6?* Employees can go out however they must go to the security site before entering the secure area again. The process is long.
- j. *Does your requirements include light boxes?* It has been estimated that we might require only one for now.

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- k. *Will we be able to know what the structures are so we can decide on what is the best solution of branding that we present to you?* Yes.
- l. *Should we make sure that the products we use do not reflect the light too much?* Yes, for photography purposes.
- m. *Should we avoid media backdrops with lighting, since those do not look good for photography purposes?* Of course.
- n. *Do you expect us to provide the kind of material we will use in our bid?* Yes, but that is not mandatory.
- o. *Our price will be based on what is requested in the solicitation document as far as the unit price. Hourly rate for 16 hours for example is for the evaluation we guess, but we don't see anywhere where we can put our room prices for the accommodation of our employees. Would it be better to just add a line in the basis of payment for our room cost?* Bidders must not include accommodation and transportation costs in their unit prices. The contractor selected for this contract may include in his invoices the costs of accommodation, transport and meals for his staff during the performance of the contract, in accordance with the terms and conditions of the contract. More information on this will be included in Amendment 001 of Request for Proposals 08C80-170561 / A.
- p. *The timeframe is very short to submit a bid right after Easter. Can you extend the closing date for one week?* The closing date of the solicitation is extended until April 9, 2018.
- q. *For the 3D rendering, is there a specific format requested. Is a pdf accepted?* There is no mandatory format for the 3D renderings proposals. PDF is acceptable.
- r. *Can we scan the rooms when we visit the sites in order to have the specific size of all rooms?* Yes.
- s. *Does the project manager will provide the requested graphic designs?* Yes. So we will be receiving a graphic design that we will be printing only? Yes.
- t. *Will there be a premium for rush orders?* Premium rates have been added in the RFP.
- u. *What is the last day for questions to the Contracting Authority?* All enquiries must be submitted in writing to the Contracting Authority no later than 5 business days before the bid closing date. Enquiries received after that time may not be answered.
- v. *Can a bidder have graphic production facilities beyond a distance of 500KM by car from LMR?* Bidders may have graphic production facilities beyond a 500 km drive distance from LMR, but must have at least one graphic production facility within a 500 km drive distance of LMR.

## 7. End of the conference