



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

Title - Sujet G7 2018 - Graphic Production	
Solicitation No. - N° de l'invitation 08C80-170561/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 08C80-170561	Date 2018-04-03
GETS Reference No. - N° de référence de SEAG PW-\$QCW-029-17371	
File No. - N° de dossier QCW-7-40336 (029)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-04-09	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Laliberté Seyer, Arlow	Buyer Id - Id de l'acheteur qcw029
Telephone No. - N° de téléphone (418) 649-2824 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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)	
Signature	Date

Amendment 002

Title: G7 2018 - Graphic Production for Branding

Included in Amendment 002:

Summary of Amendment 002

11 Amendment to RC04

RC04's text is deleted and replaced by the following text:

RC04

Bidders must demonstrate, with specific examples, that they have the capacity and shall comply with the following requirement: ~~“From May 28th to June 10th 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~~ **From May 28th to June 10th 2018, inclusively, on the occasion that there is an issue that demands immediate attention, the contractor's representative must respond by phone within an hour of a service call being made, 24 hours a day. In addition, the site manager and the service crew must be able to be at LMR within six hours of a service call being made, 24 hours a day.”**

Minimum points: 5

Maximum points: 10

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.

Also, the following requirement in section “3.3 Contractor's Representative, Sites Managers, Installation and Service Crew common requirements” is deleted and replaced by the subsequent requirement:

- ~~From May 28th to June 10th 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.~~
- **From May 28th to June 10th 2018, inclusively, on the occasion that there is an issue that demands immediate attention, the contractor's representative must respond by phone within an hour of a service call being made, 24 hours a day. In addition, the site manager and the service crew must be able to be at LMR within six hours of a service call being made, 24 hours a day.**

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Id de l'acheteur - Buyer ID
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12 Amendment to Items 77, 78 and 79 in “1. Basis of Payment A – Deliverables and other services” (English version only)

In order to correct a mistake in the English version of Amendment 001, description of Items 77, 78 and 79 in “1. Basis of Payment A – Deliverables and other services” are deleted and replaced by the text in the following table.

In the French version of Amendment 001, Items 77, 78 and 79 in “1. Basis of Payment A” are not modified.

Bids' financial evaluation for Items 77, 78 and 79 will be done in accordance with Amendment 002.

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 CFB Bagotville , in accordance with section “7.4.3 Shipping Instructions - Delivery at Destination”	1		
79.	Delivery cost via ONE straight truck, to La Malbaie CCQ , in accordance with section “7.4.3 Shipping Instructions - Delivery at Destination”	1		

13 Amendment to RC01

RC01's text is deleted and replaced by the following text:

RC01

Bidders must have completed at least 2 projects of a "similar scope"* and in the "same field"*** in the past 120 months.

* "Similar scope" is defined as "a project worth a minimum of \$200 000.00 CAD";

** "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".

To demonstrate compliance with this criteria, bidders must provide with their bid:

- (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
- (4) A letter of reference signed by the client, for each project.

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 may add photos. Bidders should not exceed three pages per project, **excluding attached photos and letter of reference.**

Minimum points: 20
Maximum points: 50

Evaluation scale :

- 50 points : Bidder has completed 5 projects compliant with the criterion
- 40 points : Bidder has completed 4 projects compliant with the criterion
- 30 points : Bidder has completed 3 projects compliant with the criterion
- 20 points : Bidder has completed 2 projects compliant with the criterion
- 0 point : Bidder has completed less than 2 projects compliant with the criterion

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14 Amendment to Items 47 to 59 in “1. Basis of Payment A – Deliverables and other services” (French version only)

In order to correct a mistake in the French version of Amendment 001, description of Items 47 to 59 in “1. Basis of Payment A – Deliverables and other services” is modified; see the French version of Amendment 002 for more information.

In the English version of Amendment 001, description of Items 47 to 59 in “1. Basis of Payment A” is not modified.

Bids' financial evaluation for Items 47 to 59 will be done in accordance with Amendment 002.

Questions and Answers

Question #1: Please clarify the following:

RC04 states: From May 28th to June 10th 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 first sentence implies that the crew must be at LMR (or nearby) and on-call 24 hours/day.

The second sentence implies that the team could be elsewhere in the region, but able to be on site within 6 hours (e.g. based out of Quebec City, which is within approximately 2 hours of LMR and 4 hours of CFB).

Clarification Questions:

- A. Does any or all of the contractor's representative, site manager, installation and service crew have to be located at or near LMR from May 28 to June 10?
- B. On the occasion that there is an issue, does the contractor's representative have to respond on-site with 1 hour, or by phone or email?
- C. Is it satisfactory to Canada if any or all of the contractor's representative, site manager, and installation and service crew are based out of a location within 2-3 hours of LMR, CFB and the IMC, wherever accommodations may be available?

Answer #1:

- A. *RC04's text is amended. See section "Summary of Amendment 002" for more information.*
- B. *This information is provided in answer A.*
- C. *The contractor must provide services in accordance with all requirements in Annex A. As mentioned in section « 3.3 Contractor's Representative, Sites Managers, Installation and Service Crew common requirements » of the RFP, « the SMO will endeavor 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 ».*

Question #2: Regarding the term “Oriflammes” and “teardrop shape” used in items 24, 25, 37, 38, 39 & 40, we think that the items refers to these (pictured below) which are also known in the industry as feather banners or teardrop banners. Is this correct?



Answer #2:

Yes.

Question #3: For Items 42 and 43:

- A. Are we expected to install these items on exterior street poles?
- B. If we are to install, is the banner hardware already on the street poles?
- C. If the banner hardware is not on the street poles are we to supply and install?
- D. If we are to install, is GAC supplying a truck with a boom/bucket or do we need to provide a truck with a boom/bucket?

Answer #3:

- A. No
 - B. N.A.
 - C. No.
 - D. N.A.
-

Question #4: For Item 6: Can you please confirm it has graphics on all sides, front and back?

Answer #4: *Graphic only on front side.*

Question #5: For Item 8: Would you accept standalone cardboard structure? Also, would graphics be on all sides?

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Answer #5: *No. Graphic on front side only.*

Question #6: For Items 2, 3, 9, 10, 11, 12, 13, 28, 33, 45: does the price include the frame-floor structure or it is only the printed fabric?

Answer #6: *Yes, the price include the frame-floor structure.*

Question #7: For Items 46 to 59: is the price for individual structure only?

Answer #7: *Yes, the item's price is for the rental of the structure only.*

Question #8: For Items 60 to 73: is the price for the fabric printed graphic only?

Answer #8: *Yes, the item's price is for the printed fabric only.*

*****End of Amendment 002. All other clauses and conditions remain unchanged*****