

Q1. In regard to the inventory required,

Are we required to provide the following?

- o Monitors
- o Computers with keyboard and mouse
- o Laptops
- o Colour printers
- o Wired Internet access (modems, routers, etc.)
- o Media player with remote control
- o Wireless lapel mic
- o Handheld mic
- o Sound system with speakers and mixer

A1. Yes, as per the Statement of Work, you are required to provide the items listed above.

Q2. What is **a media box for announcements/press conference**?

A2. It is an audio box that has one line that feeds in and has multiple outputs.

Q3. Do we know the MTCC column dimensions and spacing?

A3. We recommend you check with MTCC (www.mtccc.com/imapdata/mtcc.html) directly. There is no column in the GoC space but one is close to the one side. It is the black dot on the floor plan included in the Statement of Work.

Q4. Is a bistro table the same as a high-top?

A4. Yes. (High, small top, needs stools to allow proper seating).

Q5. What is happening in the B2B area? (no specifics are given)

- o How big?
- o Semi-private area?
- o Equipment?
- o Furnishings?

A5. The specifics noted that the B2B area is based on the design of the partner desk. More specifically, 2 people facing 2 people. It is probably best to be able to accommodate 2 to 3 meetings at a time, using subtle partitions only.

Q6. Samples must be printed and mailed to the Ottawa address by the bid submission date. However, is the submission still sent by email? Or do you want a hard copy submission to accompany the samples?

A6. Yes, samples are to be produced and delivered to the Ottawa address by the bid submission date but the actual submission is to be done by email. It is not necessary to send a hard copy of the submission with the samples – just be sure to clearly identify the company sending the samples on the samples.

Q7. Can you please state the award date, so we can create a Critical Path to include with our submission?

A7. The date is not available because the contract will be awarded after all the submissions are evaluated, so the date is affected by the number of submissions.

Q8: Do you have any logos or brand standards that you can send for us to follow? For example, are your core colours blue and green or red?

A8. No logos are necessary. Although the colours for the government of Canada are red and white, we are not tied to those colours for the pavilion. Required logos and standards will be provided to the successful company.

Q9: Can you please send the working files of the PDF graphic sample that you require a print sample of?

A9. It is available on the same site as the tender notice. Check under the section titled Attachments.

Q10: Can you please confirm if we need to include a separate quote for the graphic design component? If so, can you provide additional detail regarding content, so we can provide an accurate estimate?

A10. The graphics files will be prepared by experienced graphic designers and provided to you ready for production. Based on your experience, what would you expect to need to do as last minute adjustments to any of these files? Provide your hourly rate and the number of hours you would expect.