



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
Halifax
Nova Scotia
B3J 1T3
Bid Fax: (902) 496-5016

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Interactive Display-Musquash Marine	
Solicitation No. - N° de l'invitation F5299-180039/A	Date 2019-02-07
Client Reference No. - N° de référence du client F5299-18-0039	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-320-10640	
File No. - N° de dossier HAL-8-81196 (320)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-02-26	Time Zone Fuseau horaire Atlantic Standard Time AST
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: MacKinnon-Daoust, Angela	Buyer Id - Id de l'acheteur hal320
Telephone No. - N° de téléphone (902) 403-9545 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FISHERIES AND OCEANS BEDFORD INSTITUTE OCEANOGRAPHY POLARIS BLDG 5TH FL. DARTMOUTH NOVA SCOTIA B2Y4A2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
Halifax
Nova Scot
B3J 1T3

Delivery Required - Livraison exigée See Herein	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

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F5299-180039

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-8-81196

Buyer ID - Id de l'acheteur
HAL320
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Work to be performed is detailed under Article 2.2 of the resulting contract clauses.

1.2 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.

1.3 epost Connect service

"This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information."

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) (<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](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bid Receiving
1713 Bedford Row
Halifax, NS B3J 1T3
TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca
Bids/Offers will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

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 (to be completed by Bidder)

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 (to be completed by Bidder)

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 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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 Nova Scotia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (3 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 on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic

copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex D Electronic Payment Instruments, to identify which ones are accepted.

If Annex D Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

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 financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory Technical Criteria are listed at Annex C. Bidders are to provide the information requested in Annex C and return it with their submission. Failure to meet any of the Mandatory technical Criteria requested in Annex C will render your proposal non-compliant and will be given no further consideration.

It will be to your advantage to furnish as much detail as possible to support your comments and your claims of compliance for each Mandatory Technical Criteria requirement in Annex C.

The Crown is under NO obligation to seek clarification of the bid(s) or the supporting technical documentation provided. Failure to meet any of the Mandatory technical Criteria will render your proposal non-compliant and will be given no further consideration.

4.1.1.2 Point Rated Technical Criteria

Rated Technical Criteria are listed at Annex C. Bidders are to provide the information requested in Annex C and return it with their submission. It will be to the bidders advantage to furnish as much detail as possible to support your comments. The Crown is under NO obligation to seek clarification of the bid(s) or the supporting technical documentation provided

4.1.2 Financial Evaluation

SACC Manual Clause **A0220T** (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 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; and
 - c. obtain the required minimum of 80 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 135 points.
2. Bids not meeting "(a) or (b) or (c)" 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 70% for the technical merit and 30% 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 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
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 (45).

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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
	Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating		83.84	75.56	80.89
Overall Rating		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 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 provided 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.

5.3 Status and Availability of Resources

SACC *Manual* clause [A3005T](#) (2010-08-16) Instructions to Bidders / Contractors

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work - Contract

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

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

[2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to May 31, 2019, inclusive

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Contract.

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Buyer ID - Id de l'acheteur
HAL320
CCC No./N° CCC - FMS No./N° VME

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Angela MacKinnon-Daoust
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
1713 Bedford Row, Halifax, NS B3J 3C9

Telephone: 902.403.9545
Facsimile: 902.496.5016
E-mail address: angela.mackinnon-daoust@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.

6.5.2 Project Authority – To Be Determined

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.

6.5.3 Contractor's Representative – To Be Determined

The Contractor's Representative for the Contract is:

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

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

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B. Customs duties are excluded and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (to be determined). Customs duties are excluded 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.

6.7.3 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone No.	Description or "Deliverable"	Firm Amount	Due Date or "Delivery Date"
1	Final concept and design of all exhibits and displays	75% of full contract value	March 29, 2019
2	Delivery of fully constructed exhibits and displays, prepared for installation.	25% of full contract value	May 31, 2019

6.7.4 SACC Manual Clauses

SACC *Manual* clause [A9117C](#) (2007-11-30), Direct Request by Customer Department
SACC *Manual* clause [H3010C](#) (2016-01-28), Milestone Payment – Not Subject to Holdback
SACC *Manual* clause [C0705C](#) (2010-01-11), Discretionary Audit

6.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

6.8 Invoicing Instructions

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.
Each claim must show:
 - a. all information required on form [PWGSC-TPSGC 1111](#);
 - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - c. the description and value of the milestone claimed as detailed in the Contract.
2. Applicable Taxes, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

Fisheries and Oceans
Regional Director's Office, Oceans Branch
BIO – 5th Floor, Polaris Building (B5000)
1 Challenger Drive, PO Box 1006
Dartmouth, NS
B2Y 4A2

4. The Contractor must not submit claims until all work identified in the claim is completed.

6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

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

6.11 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, 2010C (2018-06-21);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) the Contractor's bid dated _____ (*To Be Determined*)

ANNEX A STATEMENT OF WORK

1. TITLE

Interactive Exhibit and Educational Displays for the Musquash Estuary Marine Protected Area

2. BACKGROUND

The Musquash Estuary is located 20 km southwest of Saint John, N.B. and is unique among Bay of Fundy estuaries due to its size, expansive salt marshes and natural condition. It is the largest, ecologically intact estuary in the Bay of Fundy, and exhibits an abundance of wildlife and several commercial fisheries. The estuary's location, shape and oceanographic characteristics support diverse habitat and high marine biological productivity. Because of its physical habitats and ecology, it requires special management and protection. In 2006 Canada's Minister of Fisheries and Oceans (DFO) designated the Musquash Estuary Marine Protected Area (MPA) through regulations under the Oceans Act.

An important part of marine protected area management is to raise public awareness and encourage stewardship of the area. DFO is always looking to provide opportunities for people to learn about and experience the Musquash Estuary. To accomplish this to date, photos, videos and information materials have been accumulated by Fisheries and Oceans Canada, and staff have participated in numerous public outreach events. Such education and outreach activities have provided an important, but incomplete, contribution to fully achieving the management and stewardship objectives outlined in the Musquash Estuary MPA Management Plan.

The objective of this project is to create two permanent self-guiding interactive exhibits with educational displays regarding the Musquash MPA. One exhibit with accompanying display will be placed at the Huntsman Marine Science Center in St. Andrews, N.B. and the other at the NB Museum located in Saint John, N. B.

The goal is to provide aquarium and museum visitors an opportunity to learn about this unique estuary environment and DFO's efforts to protect this important ecosystem through interactive exhibits and educational displays. The target audience for the interactive exhibits will be children aged 2 to 10.

3. ACRONYMS

DFO	Department of Fisheries and Oceans
MPA	Marine Protected Area
SOW	Statement of Work

4. APPLICABLE DOCUMENTS & REFERENCES

Information on the Fisheries and Oceans Canada website <http://www.dfo-mpo.gc.ca/oceans/mpa-zpm/musquash/index-eng.html> may be used as a reference for the development of the display. This includes the information on the At-a-glance, Ecosystem, and Management and Conservation tabs on the website as well as the following documents referenced within the website:

- The Musquash Estuary Management Plan
- Musquash Estuary MPA regulations

5. TASKS

The contractor is required to design, build, and transport:

- 1a. A permanent interactive exhibit for the Huntsman Marine Science Center

- 1b. A permanent interactive exhibit for the NB Museum
- 2a. An accompanying educational display (signage) for the available space at the Huntsman Marine Science Center
- 2b. An accompanying educational display (touch screen display or signage) for the available space at the NB Museum.

5.1 Design Interactive Exhibits

The interactive exhibits portion must include a hands-on interactive component (e.g., moving pieces, sensory/tactile elements, games for learning and discovery) suitable for use by children aged 2 to 10.

Some key themes for the interactive exhibit may include:

- Large fluctuations in tidal height within the Estuary
- Unique winding shape of the Musquash River
- The estuary and salt marsh ecosystem with its unique species (ie eel grass) and adaptations.

The development of the Musquash interactive exhibits will be undertaken with input from Fisheries and Oceans Canada staff. As part of the planning and building process, meetings will be held in the design phase (1 launch meeting to discuss design and 1 after draft design is complete to discuss required revisions) and prior to the transportation phase. These meetings will be between the contractor, DFO, and may require input from other involved parties (representatives from the Huntsman and NB Museum for the installation meetings).

5.1.1 Huntsman Marine Interactive Exhibit

The Huntsman Marine Science Center has a wall space located in the bottom floor of the aquarium in the children's interactive area. The available wall space is 7'8" tall x 6'2" wide x 20" depth, and this must be shared with the Educational Display (signage). See Figure 1 for image of available space. Please note the available area is located near an emergency exit and cannot extend more than 20 inches out from the wall.

The interactive exhibit designed to be placed at the Huntsman Marine Science Center must be "low tech" in that it may not contain videos or computer technology involving screens. It must be hands-on and any moving parts or pieces should be attached so as not to be mistakenly carried away by children using the exhibit. The exhibit will be located in the children's area of the aquarium and must be designed for use by children of ages ranging from 2 to 10, and therefore must be at a height reachable by children of that age.

5.1.2 NB Museum Interactive Exhibit

The N.B. Museum has an available floor space of 10 feet by 10 feet square within their Children's Discovery Gallery space and this must be shared with the Educational Display. See Figure 2 and 3 for image and floorplan showing available space. The ceiling is approximately 12 feet high.

The space at the Museum is not confined to a wall. Therefore, it is expected that the interactive and static elements of the exhibit for this area will take advantage of the opportunities provided by this type of space (e.g., the design may accommodate cases, cabinets or freestanding panels).

The exhibit and display at the N.B. Museum will be located in the Children's Discovery Gallery and must be designed for use by children of ages ranging from 2 to 10 with the majority of the users being in the age range of 4 to 6. Technology (ie. computers, touchscreens, video) may be used in the interactive exhibit element(s) at the Museum.

5.2 Design Educational Display

The Educational Displays will contain educational text and images relating to the Musquash Estuary MPA. The educational text and image descriptions must be suitable for a general public audience and included in both official languages.

Some key themes for the educational display may include:

- Where is Musquash and what makes it special
- Large fluctuations in tidal height within the Estuary
- Unique winding shape of the Musquash River
- The estuary and salt marsh ecosystem with its unique species (ie eel grass) and adaptations.
- DFO research activities within the MPA (i.e. sediment sampling)
- Marine conservation and Marine Protected Areas

The development of the Musquash Educational Displays will be undertaken with input from Fisheries and Oceans Canada staff. As part of the planning and building process, meetings will be held in the design phase (1 launch meeting to discuss and 1 after draft design is complete to discuss required reviews) and prior to the transportation phase. These meetings will be between the contractor, DFO, and may require input from other involved parties (representatives from the Huntsman and NB Museum for the installation meetings)

5.2.1 Huntsman Educational Display

The Huntsman Marine Science Center has a wall space located in the bottom floor of the aquarium in the children's interactive area. The available wall space is 7'8" tall x 6'2" wide x 20" depth and this must be shared with the Interactive Exhibit. See Figure 1 for image of available space. The educational display must be located on the wall above the Interactive Exhibit. Please note the available area is located near an emergency exit and cannot extend more than 20 inches from the wall.

The Educational Display designed to be placed at the Huntsman Marine Science Center must be "low tech" in that it may not contain videos or computer technology involving screens. The display will be located in the children's area of the aquarium and must be designed for use by children of ages ranging from 2 to 10. The educational display will be read by children, but also the general public therefore the text should be geared towards a general target audience.

5.2.2 NB Museum Educational Display

The N.B. Museum has an available floor space of 10 feet by 10 feet square within their Children's Discovery Gallery and this must be shared with the Interactive Exhibit. See Figure 2 and 3 for image and floorplan showing available space. The ceiling is approximately 12 feet high.

The space at the Museum is not confined to a wall. Therefore, it is expected that the interactive and static elements of the display for this area will take advantage of the opportunities provided by this type of (e.g., the design may accommodate cases, cabinets or freestanding panels).

The exhibit and display at the N.B. Museum will be located in the Children's Discovery Gallery and must be designed for use by children of ages ranging from 2 to 10 with the majority of the users being in the age range of 4 to 6. Technology (i.e. computers, touchscreens or videos) may be used in the educational display components at the Museum. The audience of the educational display will be mainly children and should include language at the appropriate age level.

5.3 Construct the interactive exhibit and educational display

Once the final design is approved by DFO, the contractor will construct the interactive exhibits and educational displays as per the agreed upon design.

5.3.1 Construction of exhibit and display for Huntsman Marine Science Center

The contractor will construct the exhibit and display for the Huntsman. The exhibit and display must both be built to attach to a finished wall (covered with gyprock). All materials must be mostly pre-assembled upon arrival at the display locations for easy assembly by the Huntsman employees. Assembly instructions must be provided with the materials if minor assembly is required upon arrival. Any specialized materials for the installation of the exhibits and displays must be provided as well.

5.3.2 Construction of exhibit and display for NB Museum

The exhibit and display at the Museum must be built to be freestanding in the middle of the 10 by 10 foot available space. The display (interactive touchscreen) must be free standing either attached directly to the exhibit or to the floor beside the exhibit. All materials must be mostly pre-assembled upon arrival at the display locations for easy assembly by the Museum employees. Assembly instructions must be provided with the materials if minor assembly is required upon arrival. Any specialized materials required for the installation of the exhibits and displays must be provided as well.

5.4 Transport Interactive Exhibits and Educational Displays

The final exhibit/display units are to be brought to the display location at the Huntsman Marine Science Centre and the NB Museum. The full addresses are as follows:

Huntsman Marine Science Centre
1 Lower Campus Road
St. Andrews, N.B. Canada
E5B 2L7

New Brunswick Museum
1 Market Square
Saint John, N.B. Canada
E2L 4Z6

6. DELIVERABLES

6.1 Interactive Exhibits Design

A project launch meeting will be scheduled by DFO with the contractor to discuss overall requirements, design elements, site specific details, and themes of the project.

Contractor to present a first draft of the conceptual plan and overall design to DFO for review.

Scheduled meeting to discuss DFO review and required changes to the design.

Final draft of exhibit design (incorporating revisions) submitted for DFO approval.

6.1.1 Huntsman Marine Interactive Exhibit Design

Same as 6.1

6.1.2 NB Museum Interactive Exhibit Design

Same as 6.1

6.2 Educational Displays Design

A project launch meeting will be scheduled by DFO with the contractor to discuss overall requirements, design elements, site specific details, and themes of the educational display.

DFO to provide materials, photos, videos for the development of the educational displays.

Contractor to submit first draft design to DFO for review.

DFO to review draft design, and provide feedback and translation via scheduled meeting and/or email

Final draft design (incorporating revisions) submitted to DFO for approval.

Contractor to present a first draft of the conceptual plan and overall design to DFO for review.

Scheduled meeting to discuss DFO review and required changes to the design.

Final draft of exhibit design (incorporating revisions) submitted for DFO approval.

6.2.1 Huntsman Educational Display Design

Same as 6.2

6.2.2 NB Museum Educational Display Design

Same as 6.2.

6.3 Construction of combined educational display and exhibit

Exhibit/display construction completed (by March 18th, 2019)

6.4 Transport Interactive Exhibits and Educational Displays

Contractor will safely transport the final exhibits/displays (install ready) to the NB Museum and Huntsman Marine Science Center. The full addresses are as follows:

Huntsman Marine Science Centre
1 Lower Campus Road
St. Andrews, N.B. Canada
E5B 2L7

New Brunswick Museum
1 Market Square
Saint John, N.B. Canada
E2L 4Z6

7. DATE OF DELIVERY

7.1 Interactive Exhibits Design

Launch meeting within 5 days of contract being signed (organized by DFO).

First draft design to be submitted to DFO for review within 1 month past award of contract.

DFO to review draft design and provide feedback via scheduled meeting.

Final concept and design to be completed by March 29th, 2019.

7.1.1 Huntsman Marine Interactive Exhibit Design

Same as 7.1

7.1.2 NB Museum Interactive Exhibit Design

Same as 7.1

7.2 Educational Displays Design

Launch meeting within 5 days of contract being signed (organized by DFO).

DFO to provide materials, photos, videos for the development of the educational displays.

First draft design to be submitted to DFO for review within 1 month past award of contract.

DFO to review draft design and provide feedback via phone/email.

Final concept and design to be completed by March 29th, 2019.

7.2.1 Huntsman Educational Display Design

Same as 7.2

7.2.2 NB Museum Educational Display Design

Same as 7.2

7.3 Construction of combined educational display and exhibit

Completion of construction phase for educational displays and exhibits by May 31st, 2019, in time to be transported by the date below (section 7.4).

7.3.1 Huntsman Marine exhibit and display construction

Same as 7.3

7.3.2 NB museum exhibit and display construction

Same as 7.3

7.4 Transport Interactive Exhibits and Educational Displays

Transport of the exhibits and displays (addresses noted above in section 6.4) to be completed by May 31st, 2019.

8. LANGUAGE OF WORK

English and French.

9. LOCATION OF WORK

The work must be performed on Contractor site, with final delivery to the Huntsman Marine Science Centre and the NB Museum (addresses noted above in section 6.4).

10. TRAVEL

There is no provision for travel in this requirement.

11. MEETINGS

A minimum of three meetings will be required throughout the process to inform the development of the interactive exhibit and educational materials. An initial launch meeting will be required between DFO and the contractors to discuss the specific design requirements of each display and the themes to be incorporated. Once the draft design has been submitted and reviewed by DFO, another meeting will be required to discuss any required changes before the development of the final design product. At this meeting the particulars about the site specific details will also be discussed. A meeting prior to shipment/installation of the completed materials will be required to discuss the details of the transport and the specific requirements of the Huntsman and Museum for delivery process, such as time and date, how the materials will arrive, etc.

12. GOVERNMENT SUPPLIED MATERIAL (GSM)

DFO will be responsible to provide the following in support of the contract:

- Any reference material that the contractor must use to develop the content (pictures, text, video, etc.) for the interactive exhibit and display.
- Translation (English/French) of approved content

13. SECURITY

All work is unclassified and the Contractor will not have access to any classified information.

14. INTELLECTUAL PROPERTY (IP) OWNERSHIP

Not applicable

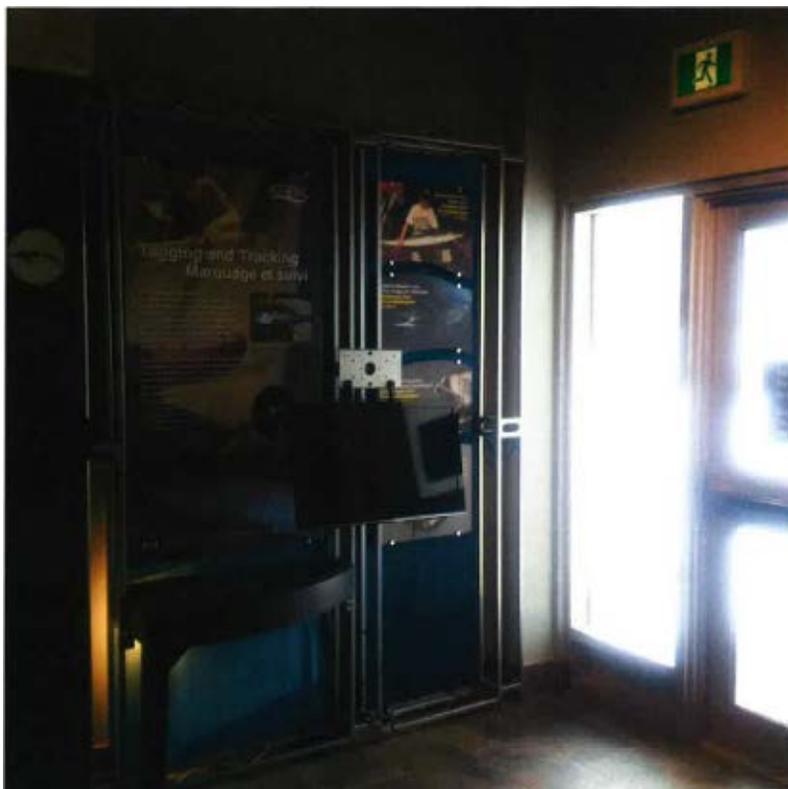
Canada to Own Intellectual Property Rights in Foreground Information - See attached IP checklist.

Contractor to Own Intellectual Property Rights in Foreground Information - See attached IP checklist.

15. RELATED PHOTOGRAPHS AND DRAWINGS

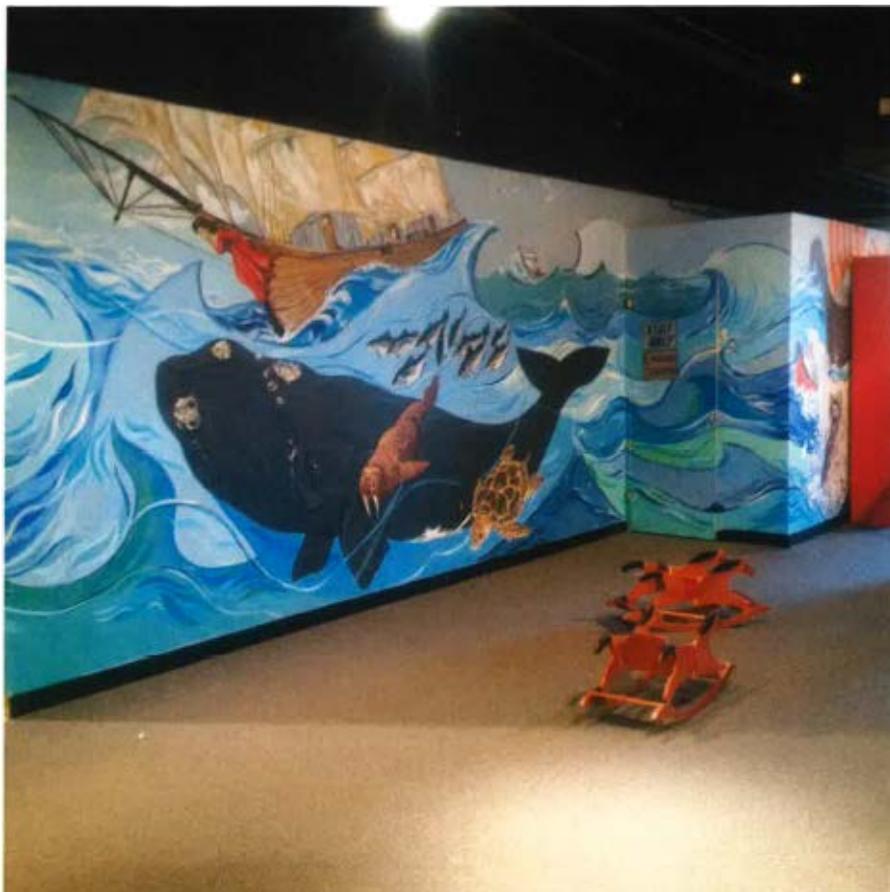
15.1 FIGURE 1

Image of the space available at the Huntsman Marine Science Center. Please note the space is located near an emergency exit and cannot extend out from the wall more than 20 inches. The metal brackets, screens and signage shown in the image will be removed prior to installation of the new exhibit.



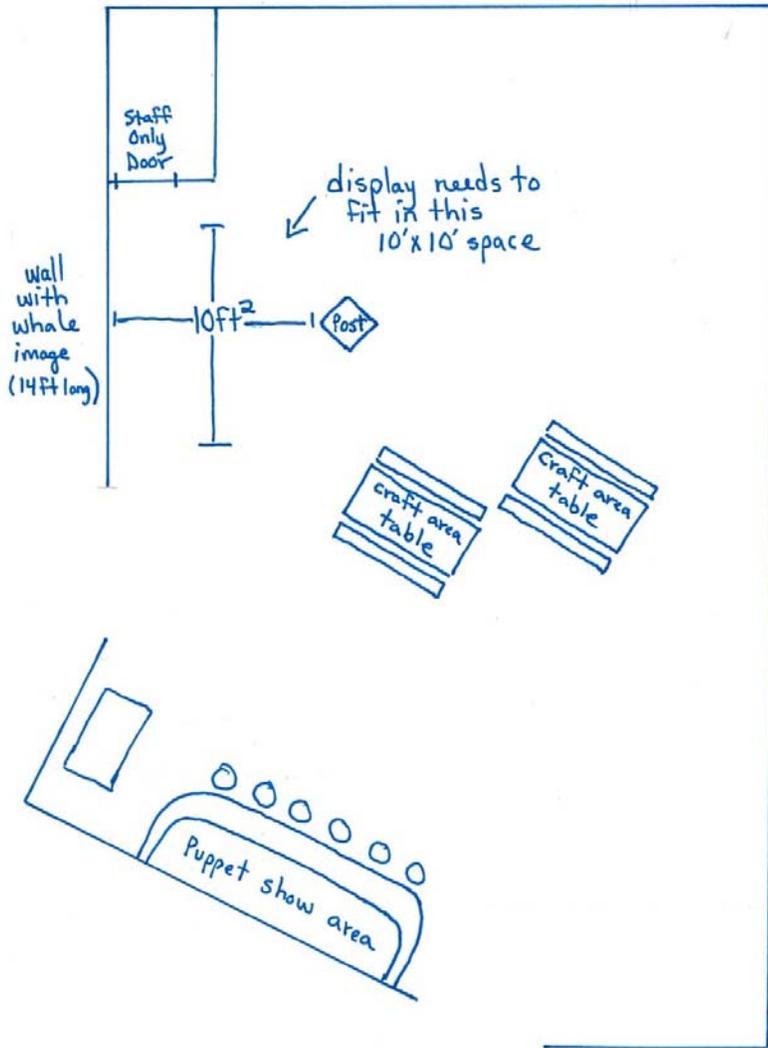
15.2 FIGURE 2

Image of space available in the Children's Discover Gallery of the N.B. Museum. The rocking horses are currently located in the available floor space.



15.3 FIGURE 3

Floorplan showing 10 foot by 10 foot available space for the interactive exhibit and educational display in the Children's Discovery Gallery of the N.B. Museum.



Staff only door
Wall with whale image (14ft long)
Post
Display needs to fit in this 10 x 10 space
Craft area table
Puppet show area

**ANNEX B
 BASIS OF PAYMENT**

Design, build, and transport:

- 1a. A permanent interactive exhibit for the Huntsman Marine Science Center
- 1b. A permanent interactive exhibit for the NB Museum

- 2a. An accompanying educational display (signage) for the available space at the Huntsman Marine Science Center
- 2b. An accompanying educational display (touch screen display or signage) for the available space at the NB Museum.

The Price per Unit to include all costs associated with Design, build and transportation of all deliverables listed below

Column A	Column B Description of work	Column C Unit of measurement	Column D estimated quantity	Column E Price per Unit	Column F Extended Price Col D* col E
1	Permanent Interactive exhibit for the Huntsman Marine Science Center as per Annex A – Statement of Requirement	each	1	\$ _____	\$ _____
2	A permanent interactive exhibit for the NB Museum as per Annex A Statement of work	Each	1	\$ _____	\$ _____
3	An accompanying educational display (signage) for the available space at the Huntsman Marine Science Center	Each	1	\$ _____	\$ _____
4	An accompanying educational display (signage) for the available space at the NB Museum	Each	1	\$ _____	\$ _____

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Buyer ID - Id de l'acheteur
HAL320
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Total Evaluated Price	\$ _____
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The total evaluated price will be the amount that would be utilized during the price evaluation of all bids received.

**ANNEX C
 EVALUATION CRITERIA**

2.1 MANDATORY CRITERIA:

Proposals which do not contain the following documentation will be declared non-responsive and no further evaluation will be conducted with respect to the proposal.

The contractor must provide the following to be evaluated:

No.	Mandatory Criteria	Meets Criteria	Proposal Page No.
M1	<p>Two examples of previous interactive exhibits and/or educational displays. The examples must include, at minimum, details relating to</p> <ul style="list-style-type: none"> • content/subject matter • type(s) of clients (e.g. aquariums, museums, schools, historic sites, etc.) • project audience, including targeted age range • image or blueprint of design and final product <p>These examples will be used to assess the point-rated criteria below.</p>		

2.2 POINT-RATED CRITERIA:

No.	Point-Rated Criteria	Maximum Score	Minimum Score
	<p>Related Knowledge and Experience - Proposals must contain a description of the contractor's related knowledge and/or experience, in order to assess the following requirements:</p>		
R1	<p>The Bidder must supply 2 examples of their own design and construction of interactive (i.e., hands-on) exhibits with an educational focus where the main objective is to impart new information in engaging ways.</p> <p>The examples must include, at minimum, all of the following details:</p> <ul style="list-style-type: none"> • content/subject matter • type(s) of clients (e.g. aquariums, museums, schools, historic sites, etc.) • project audience, including targeted age range • image or blueprint of design and final product <p>The 2 examples must be in one of each of the following areas:</p> <ul style="list-style-type: none"> • Design and construction of educational exhibits for parks and protected natural areas, museums, aquaria, zoos, science centers or historic sites: 25 points for each example • Design and construction of exhibits for facilities utilized 	50	20

	<p>by families and children including but not limited to libraries, arts or cultural centers, hospitals, schools or daycares: 20 points for each example</p> <ul style="list-style-type: none"> • Design and construction of exhibits for public spaces including but not limited to tourist visitor centers, memorials, recreational facilities, sports venues or transportation hubs: 15 points for each example • Design and construction of exhibits for private sector clients including but not limited to trade and convention shows, marketing and retail outlets, film and television production or corporate reception areas: 10 points for each example 		
R2	<p>Bidder's total years of experience relevant to the work to be performed, calculated on the basis of years of related experience as a company:</p> <ul style="list-style-type: none"> • More than 10 years: 10 points • 5 to 10 years: 7.5 points • 1 to 4 years: 5 points 	10	5
R3	<p>Bidder's total years of experience relevant to the work to be performed, calculated on the basis of combined years of related experience held by project team members</p> <ul style="list-style-type: none"> • More than 20 years: 10 points • 10 to 20 years: 7.5 points • 1 to 9 years: 5 points 	10	5
R4	<p>The Bidder must supply a list of examples of their own design and construction of interactive (i.e., hands-on) exhibits with an educational focus where the main objective is to impart new information in engaging ways.</p> <p>Total number of educational exhibits the bidder has completed in the last ten (10) years</p> <ul style="list-style-type: none"> • More than 10 projects: 15 points • 5 to 9 projects: 10 points • 2 to 4 projects: 5 points 	15	5
R5	<p>Experience with previous exhibit projects that incorporated some or all of the following display elements:</p> <ul style="list-style-type: none"> - Panels and/or signage with text and figures - Video and/or audio content - Interactive displays with tactile components (e.g.: games, puzzles, models, simulators) - Touch screen displays and/or kiosks (incl. virtual reality) - Material for child audiences aged 2-10 years old <ul style="list-style-type: none"> • Project examples include all 5 elements: 25 points • Project examples include 4 elements: 20 points 	25	5

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	<ul style="list-style-type: none"> • Project examples include 3 elements: 15 points • Project examples include 2 elements: 10 points • Project examples include 1 element: 5 points 		
R6	<p>Experience with previous exhibit projects that incorporate some or all of the following subject matter elements:</p> <ul style="list-style-type: none"> - Ocean and/or coastal and aquatic ecosystems - Conservation and/or protection of nature - Flora, fauna and/or habitat local to a specific area - Science, engineering and/or technology - Local history, land use and/or livelihood <ul style="list-style-type: none"> • Project examples include all 5 elements: 25 points • Project examples include 4 elements: 20 points • Project examples include 3 elements: 15 points • Project examples include 2 element: 10 points • Project examples include 1 element: 5 points 	25	5
	TOTAL	135	45

The Bidder must receive a minimum of 80 points overall for the technical evaluation criteria in order to be considered further.

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ANNEX D to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);