



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**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 Expositions, Design and Fabrication	
Solicitation No. - N° de l'invitation 08112-180540/A	Date 2019-03-06
Client Reference No. - N° de référence du client 08112-18-0540	
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-032-76616	
File No. - N° de dossier cx032.08112-180540	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-03-27	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Roussel, Marc	Buyer Id - Id de l'acheteur cx032
Telephone No. - N° de téléphone (613) 793-5579 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Foreign Affairs, Trade and Development Canada 200 Promenade du Portage, C130-216 Attn: Pascale Rouleau - LDC Gatineau Quebec K1A0G4 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

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

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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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.

1.2 Summary

1.2.1 The purpose of this project is to provide Global Affairs Canada with a modular booth space, including design, preliminary building plans, list of recommended production materials and total estimated cost breakdown and booth fabrication (including delivery, set up and dismantling.)

This includes; research; booth concept design; detailed design package (which includes all graphic work and working drawings); furniture, flooring and lighting plans; list of recommended production materials; list of recommended audiovisual equipment, fabrication, shipping to Vancouver and back to Ottawa, set up and dismantling as well as training. Complete details are provided in the Annex A Statement of Work.

The Contract period is from the date of Contract award to July 31, 2019.

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

The requirement is limited to Canadian goods and/or services.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications, Part 6 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification

1.2.2 The requirement is subject to the Canadian Free Trade Agreement (CFTA).

1.2.3 The requirement is limited to Canadian services.

1.2.4 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.

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

The 2003 standard instructions is amended as follows:

- Section 08, entitled Transmission by facsimile or by epost Connect, is amended as follows:
subsection 2. is deleted entirely and replaced with the following:

2. epost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the epost Connect service provided by Canada Post Corporation.
 - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

or, if applicable, the email address identified in the bid solicitation.
 - ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the

- message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
 - e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
 - f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
 - g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the epost Connect service.
 - h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
 - i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
 - j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

2.1.1 SACC Manual Clauses

A9033T (2012-07-16) Financial Capability

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 in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

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Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

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) 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 Ontario.

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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 Basis for Canada's Ownership of Intellectual Property

Global Affairs Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

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. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information

- 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 (Five [5] hard copies and one [1] soft copy in PDF format on USB)

Section II: Financial Bid (One [1] hard copy and one [1] soft copy on USB)

Section III: Certifications (One [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.

- 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 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) (<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 and describe their approach 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". The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

3.1.2 Electronic Payment of Invoices – Bid

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

If Annex "C" 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.

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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

Definitions for the purposes of the Evaluation:

Modular booth space design:

A modular booth that offers an enhanced experience.

The booth must:

- Have aesthetic appeal
- Communicate the client's message, concept and image to visitors
- Meet the limitations imposed by space and budget

4.1.1 TECHNICAL EVALUATION

4.1.1.1 Mandatory Technical Criteria

M.1 Financial Proposal

The Bidder MUST submit a firm price for the turnkey booth research and design services, based on the Annex A Statement of Work. The Bidder must also provide an all-inclusive hourly rate for alterations should any changes to the finalized design be necessary after its delivery and acceptance.

As indicated in Annex A, Statement of Work, a maximum budget of \$325,000.00 (Goods and Services Tax or Harmonized Sales Tax extra, as appropriate) has been allocated to production, shipping, set up, dismantling, travel and training. Bidders must only provide a firm price for the research and design associated to this project which includes the delivery of the finalized fabrication budget, in addition to the all-inclusive hourly rate for alterations in accordance with the table in Annex B Basis of Payment.

M.2 Experience of the Firm

M.2. In total, two (2) different projects must be presented. If more than two (2) projects are presented, only the first two will be evaluated for both the mandatory and point-rated evaluation criteria.

The Bidder must provide a detailed description of two (2) exhibit projects that demonstrate that the Bidder has provided booth design services, booth fabrication and installation for Booth similar in scope (size, budget and for a major institution) to the requirement detailed in Annex A - the Statement of Work of this solicitation. **All example projects must have been completed after January 1, 2015 and must each have a total value exceeding \$250,000.00 and not exceeding \$500,000.00 (for the design, fabrication and delivery [shipping/transportation] only, excluding applicable taxes).**

- a) Each detailed description must include:
 - i. Breakdown of the Bidder's responsibilities at the following stages: design, fabrication and delivery [shipping/transportation];
 - ii. Description of the booth and the elements which enhanced engagement;

-
- iii. The cost of the project (total value for the design, fabrication and delivery [shipping/transportation] only, excluding applicable taxes);
 - iv. Target audience;
 - v. Location(s) of the exhibit;
 - vi. Completion/delivery date of the project (Month/Year);
 - vii. Two (2) or more colour photos or colour photocopies of photographs of the sample booth;
 - viii. Client information (including the name of the organization or legal entity);
 - ix. A letter of reference from the identified Client(s) for each sample booth project demonstrating the Client's satisfaction with the project.

**BIDS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS
WILL BE GIVEN NO FURTHER CONSIDERATION**

4.1.1.2 Point Rated Technical Criteria

R.1 Experience of the firm

Total maximum points for R.1: 70

To be declared responsive, bids must obtain the required minimum points for **each** of the following technical evaluation criteria: - R.1.1, - R.1.2, and - R.1.3. Bidders should consult Annex D – Evaluation Grids for a detailed description of how each criterion will be evaluated.

Each sample booth project provided under M.2 (total of two [2] samples) will be evaluated as follows:

R.1.1 Relevancy of the Booth Project Samples in terms of similarity in objective and target audience

Maximum points for R.1.1: 20 (each sample will be allocated a maximum of 10 points)

Minimum required points: 12 points

The sample booth projects should be relevant to the Statement of Work at *Annex "A"*, in terms of similarity in objective and target audience.

Similarity in objective is defined as the exhibit is or was intended for one (1) or more of the following purposes: forging emotional and intellectual connections; inspiring and engaging visitors; encouraging learning; and/or creating awareness.

Similarity in reaching a target audience is defined by the ability of the project to reach a specific audience. Additional points will be provided to those projects that align with one or more of the specific groups outlined in *Annex "A"* under Target Audience: The target audience is diverse, but primarily made up of women (25–49), with postsecondary education. Secondary audiences include youth (13-24) and Aboriginal Peoples as well as the LGBTQ2 community. French and English will be the primary languages but others (i.e. indigenous languages) may be incorporated. The spaces must be accessible to individuals with reduced mobility.

R.1.2 Relevancy of the Exhibit Project Samples in terms of usage of features and technologies to create an engaging booth

Maximum points for R.1.2: 20 (each sample will be allocated a maximum of 10 points)

Minimum required points: 12 points

The sample booth projects should be relevant to the Statement of Work at Annex "A", in the terms of usage of **features and technologies to create an engaging booth, such as those described in section A.4.**

R.1.3 Overall Design of each Sample Booth Project

Maximum points for R.1.3: 30 (each sample will be allocated a maximum of 15 points)
Minimum required points: 18 points

The overall design of each sample booth should be original and of high-level quality. Each sample exhibit project should also have visual appeal (use of space, colour graphics and text, as applicable), and be innovative, appropriate and appealing.)

R.2 Sample Financial Proposal for Fabrication, Shipping, Installation, Dismantling & Training

Total maximum points for R.1: 10
Minimum required points: 6 points

The Bidder should submit a detailed sample pricing proposal (indicating units e.g. days, weeks, hours, dollar rates, etc.) that correlates with the production schedule and resource allocation of the project. The Bidder should also provide sufficient budget details in terms of categories, line items, unit prices/rates, level of effort, with consistent budget structures, and a breakdown for each production phase in correlation with the production milestones and payment schedule, and as specified in Annex A – Statement of Work.

The intent of this criterion is to determine the Bidder's ability to produce a detailed and comprehensive financial proposal for the fabrication of an exhibit project. The finalized financial proposal that will contain agreed-upon project details is identified as a deliverable under the Contract and therefore will not necessarily reflect the sample financial proposal prepared in response to this criterion.

The Bidder should treat any and all travel and living expenses as a separate item.

The Financial Proposal will be evaluated based on the following:

The price should be further broken down into categories and line items for the goods and services required to deliver the completed project by the production phases identified in the Statement of Work. Each line item should indicate the unit prices of hourly, daily or weekly rates as appropriate.

The level of effort for each service and quantity of goods should be clearly indicated by production phase. There should be an extended price for each line item: the rate times the level of effort for services or unit price times quantity for goods.

The Bidder should provide sufficient detail in their financial proposal that demonstrates to the Evaluation Team how and where the money is being spent.

At a minimum, evaluators are looking for: whether sufficient budget details are provided such as where money is allocated and if it's appropriate to the project parameters and needs, that the breakdown is clear and easy to understand and correlates well to the project plan, that budget structures/breakdowns are consistent by production phase. In addition, the budget will be assessed on whether or not the Crown is being double charged for a given day when one (1) person is proposed to fulfill two (2) or more roles (i.e. if one [1] person is proposed to fill two [2] positions). Evaluators are also looking for notes that identify assumptions and cost efficiencies**.*

**Notes to identify any assumptions that the Bidder made as the basis for budgetary decisions related to the project requirements, and also to explain the inclusion or exclusion of any services.*

***Notes to identify cost efficiencies demonstrating where and how savings for Canada have been achieved.*

*** REFER TO ANNEX "D" FOR THE EVALUATION GRIDS ***

4.1.1.3 Basis of Selection

To be declared responsive, a bid must:

- (a) Comply with all the requirements of the Request for Proposals for; and
- (b) Meet all mandatory technical evaluation criteria; and
- (c) Obtain the required minimum points for EACH of the technical evaluation criteria which are subject to point rating.

Bids not meeting (a), (b), and (c) above will be declared non-responsive.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

The Bidder's Evaluated Price (BEV) will be calculated in accordance with the following table:

Line Item	(a) Price	(b) Estimated Level of Effort	(c) Total calculated price
(1) Firm price for delivery of research document, concept, finalized fabrication budget and production schedule	\$ _____	1 (lot price)	= 1a * 1b
(2) All-inclusive hourly rate for alterations	\$ _____/hr	40 hours	= 2a * 2b
(3) Bidder's Evaluated Price (BEV)			= 1c + 2c

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; and
 - c. obtain the required minimum of 72 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 120 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 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 (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 Integrity declaration form available on the Forms for the Integrity Regime 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>), 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 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.

Solicitation No. - N° de l'invitation
08112-180540/A
Client Ref. No. - N° de réf. du client
08112-180540

Amd. No. - N° de la modif.
File No. - N° du dossier
cx032.08112-180540

Buyer ID - Id de l'acheteur
cx032
CCC No./N° CCC - FMS No./N° VME

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian goods and Canadian services.

The Bidder certifies that:

() a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 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, Example 2, of the Supply Manual.

5.2.3.1.1 SACC Manual clause A3050T (2018-12-06) Canadian Content Definition

5.2.3.2 Language Certification - Firm

The Bidder must confirm that the firm is capable of performing the work as outlined in the Statement of Work in Annex A in both official languages (English and French). As such, the Bidder must include a duly signed and dated copy of the following certification:

The Bidder hereby certifies that the firm is capable of performing the work as outlined in the Statement of Work at Annex A in both official languages (English and French)

SIGNATURE

DATE

PART 6 – SUBSEQUENT CONTRACT CLAUSES

6.1 Statement of Work

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

6.2 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.

6.2.1 General Conditions

2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Add the following subsections at the end of all subsections:

2035 46 (2018-06-21) Warranty

1. Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any other provision of the Contract or any condition, warranty or provision imposed by law, the Contractor warrants that, for 12 months (or any other period stated in the Contract), the Work will be free from all defects in design, material or workmanship, and will conform to the requirements of the Contract. The warranty period begins on the date of delivery, or if acceptance takes place at a later date, the date of acceptance. With respect to Government Property not supplied by the Contractor, the Contractor's warranty will extend only to its proper incorporation into the Work.
2. In the event of a defect or non-conformance in any part of the Work during the warranty period, the Contractor, at the request of Canada to do so, must as soon as possible repair, replace or otherwise make good at its own option and expense the part of the Work found to be defective or not in conformance with the requirements of the Contract.
3. The Work or any part of the Work found to be defective or non-conforming will be returned to the Contractor's plant for replacement, repair or making good. However, when in the opinion of Canada it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be paid the fair and reasonable Cost (including reasonable travel and living expenses) incurred in so doing, with no allowance for profit, less an amount equal to the Cost of rectifying the defect or non-conformance at the Contractor's plant.
4. Canada must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant pursuant to subsection 3. The Contractor must pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location directed by Canada.
5. The Contractor must remedy all data and reports pertaining to any correction or replacement under this section, including revisions and updating of all affected data, manuals, publications, software and drawings called for under the Contract, at no cost to Canada.
6. If the Contractor fails to fulfill any obligation described in this section within a reasonable time of receiving a notice, Canada will have the right to remedy or to have remedied the defective or non-

conforming work at the Contractor's expense. If Canada does not wish to correct or replace the defective or non-conforming work, an equitable reduction will be made in the Contract Price.

7. The warranty period is automatically extended by the duration of any period or periods where the Work is unavailable for use or cannot be used because of a defect or non-conformance during the original warranty period. The warranty applies to any part of the Work repaired, replaced or otherwise made good pursuant to subsection 2, for the greater of:
 - a. the warranty period remaining, including the extension, or
 - b. 90 days or such other period as may be specified for that purpose by agreement between the Parties.

6.2.2 Supplemental General Conditions

4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The Contract period is from the date of Contract award to July 31, 2019.

6.4.2 Delivery Date

All deliverables under the contract must be delivered and to the location specified in Annex A, Statement of Work no later than June 1, 2019.

6.5 Authorities

6.5.1 Contracting Authority

Marc Roussel

Public Works and Government Services Canada
Acquisitions Branch
Communication Procurement Directorate
360 Albert Street, Ottawa, ON
K1A 0S5

Telephone: 613-793-5579
Email: Marc.Roussel@pwgsc-tpsgc.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

The Project Authority for the Contract is:

This information will be included at Contract award.

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 included at Contract award.)

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 of \$_____. Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Price

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

6.7.3 Milestone Payments:

After submission of an invoice and written approval from the Project Authority at the following stages:

- 6.7.3.1 \$ _____ after delivery of research and final design, as per the estimate provided. Alterations, if any, will be the object of a separate invoice after completion of the project.
- 6.7.3.2 25% of the fabrication budget after fabrication work completed up to May 15, 2019
- 6.7.3.3 50% of the fabrication budget after fabrication work completed up to May 27, 2019
- 6.7.3.4 25% of the fabrication budget after completion of the project, and receipt and approval of all deliverables by the Project Authority.

6.7.4 SACC Manual Clauses

SACC Manual Clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

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).

6.7.6 Discretionary Audit - Commercial Goods and/or Services

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

6.8 Invoicing Instructions - Progress Payment Claim - Supporting Documentation not required

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.
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.

6.9.2 SACC Manual Clauses

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification

6.10 Applicable Laws

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

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 supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2018-06-21) General Conditions - Higher Complexity – Services;
- (d) Annex A, Statement of Work and its Appendices;
- (e) Annex B, Basis of Payment;
- (f) Annex D, Evaluation Grids
- (g) the Contractor's bid dated _____.

6.12 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

An electronic copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

6.13 Errors and Omissions Liability Insurance

- (1) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

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08112-180540/A
Client Ref. No. - N° de réf. du client
08112-180540

Amd. No. - N° de la modif.
File No. - N° du dossier
cx032.08112-180540

Buyer ID - Id de l'acheteur
cx032
CCC No./N° CCC - FMS No./N° VME

(2) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(3) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

6.14 Basis for Canada's Ownership of Intellectual Property

Canada has determined that any intellectual property arising from the performance of the Work under the Contract will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

6.15 Representations and Warranties

The Contractor made statements regarding its experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

6.16 SACC Manual Clauses

SACC Manual Clause P1010C (2010-01-11) Quality Levels for Printing
SACC Manual Clause P1011C (2010-01-11) Quality Levels for Colour Reproduction
SACC Manual Clause B7500C (2006-06-16) Excess Goods
SACC Manual Clause B1501C (2006-06-16) Electrical Equipment

ANNEX "A"

STATEMENT OF WORK

A.1.1 CONTEXT

Advancing gender equality and the empowerment of women and girls is a top priority for Canada. The Government of Canada believes gender equality must play a key role in creating lasting solutions to the challenges we face as a world – whether reducing poverty in developing countries, building economies that work for everyone, everywhere, preparing for jobs of the future, fighting climate change, or advancing peace and security.

While Canada advances these values throughout its domestic, diplomatic, trade, and international development initiatives, it will undertake a proactive multi-channel whole-of-government communications campaign which will be supported by a common visual identity.

This campaign will be culminating in Vancouver, from June 3 to 6, 2019, as Canada hosts the Women Deliver conference - the world's largest gathering on the health, rights and well-being of women and girls. It brings together more than 6,000 world leaders, influencers, advocates, academics, activists and journalists from more than 160 countries. And more than 100,000 people will join in virtually. As a major sponsor of this international conference, Canada will have its own exhibit space.

A.1.2 OBJECTIVE: DEMONSTRATING CANADIAN LEADERSHIP IN GENDER EQUALITY

Global Affairs Canada would like to commission the design of a modular booth space (including preliminary building plans), fabrication, training, set up/tear down in Vancouver and shipping back to Ottawa. The first use of this booth would be for the international conference scheduled between June 3 and 6, at maximum size of 20'x40' (please see floor plan attached for specific booth location). It must be possible to reconfigure the booth to suit 10'x20' or 10'x10' spaces.

Visitors and stakeholders will be welcomed in a booth with a fresh and modern look that reinforces Canada's position as a leader in gender equality. The booth space must reflect Canada's concern for the environment and use green materials whenever possible.

Anticipated major activities to take place in the 20'x40' booth are:

- A wall of screens to draw in visitors, which will include an interactive timeline of major Canadian milestones towards advancing gender equality displayed on a screen
- Welcome area
- Human library – *to provide visitors with the opportunity to have a one-on-one conversation with a GC specialist* – and a virtual reality display (which could be separate or shared spaces) both activities require a seating arrangement and tables (i.e stools, bistro tables; chairs and coffee table, etc) and screen for instructions
- Photo booth
- Hologram or other types of projection
- Charging station (understanding that there is a fueling station in close proximity to the Canada booth)
- Closet space.

A.1.3 The purpose of the booth it is to:

- Provide target audiences with information on Canada's longstanding history in its commitment towards gender equality,

- Present, in the form of videos to be provided by the department, Canada's current actions in support of gender equality in Canada and abroad,
- Engage the target audience and demonstrate Canada's leadership in gender equality first hand.

A.2 GENERAL SPECIFICATIONS OF THE BOOTH

Project working title: Canada Pavilion at Women Deliver Conference
Type of installation: Modular booth
Budget: \$325,000.00 (excluding research & design, but including fabrication, shipping to and from the VCC, assembly, tear-down, travel and living costs, and training)
Room: See attached floor plan
Size: 800 square feet (20' x40') with possible break down into 10'x10' and 10'x20' configurations
Language: French and English

A.3 DESCRIPTION OF THE MANDATE

The Contractor must design a modular booth space in keeping with the approved look that will be provided after contract award, and provide detailed and realistic material/production recommendations as well as preliminary building plans to meet Global Affairs Canada timeline and budget, production (including shipping to Vancouver and return to Ottawa, set-up and dismantling) and training of Global Affairs Canada employees for handling/set up of booth for future use. The Contractor will also be responsible for building the booth.

A.3.1 The Contractor must design a booth space for booths 507, 508, 509, 510, 515, 516, 517, 518, and that can be paired down to a 10'x10' and a 10'x20' for future use.

Area: (800²)
Size: see map in Appendix 1
Height: 18 feet

A.4 CONTRACTOR'S RESPONSIBILITIES

The Contractor shall consider the following elements:

1. The Contractor must demonstrate its capacity to take an innovative approach to designing booth space keeping in mind the pre-existing look and mandatory areas:
 - a. A wall of screens to draw in visitors, which will include an interactive timeline of major Canadian milestones towards advancing gender equality displayed on a screen
 - b. Welcome area
 - c. Human library – to provide visitors with the opportunity to have a one-on-one conversation with a GC specialist – and a virtual reality display; (which could be separate or shared spaces) both activities require a seating arrangement and tables (i.e stools, bistro tables; chairs and coffee table, etc) and screen for instructions
 - d. Photo booth
 - e. Hologram or other types of projection
 - f. Charging station (understanding that there is a fueling station in close proximity to the Canada booth)
 - g. Closet space.
2. The Contractor will consider the realistic production of the booth in terms of materials recommended to align with timelines and budget.
 - a. The exhibit should have a minimum of a four-year life span.
 - b. The use of ecological materials and having low carbon footprint should be maximized.

3. The Contractor must present innovative and artistic means, beyond common approaches, so that the visitor can:
 - Experience a positive and engaging visit.
 - Fully explore each area of the booth.
 - Experience a space that stimulates emotion, curiosity, learning, reflection and contemplation and that demonstrates innovation.
4. The Contractor will take into consideration the Conference's exhibit space
5. The Contractor will take into consideration shipping, set up and dismantling the booth.
6. The Contract will accommodate a training session within two weeks after the Vancouver event; location of training session to be confirmed.

A.5 TARGETED AUDIENCE

The target audience is diverse, but primarily made up of women (25–49), with postsecondary education. Secondary audiences include youth (13-24) and Aboriginal Peoples as well as the LGBTQ2 community. French and English will be the primary languages but others (i.e. indigenous languages) may be incorporated. The spaces must be accessible to individuals with reduced mobility.

A.6 SCOPE OF THE WORK

A.6.1 The Contractor will:

- Propose a design concept for the booth and its three different size options (20'x40' (please see floor plan attached for specific booth location) with the possibility to reconfigure the booth to suit 10'x20' or 10'x10' spaces for future uses), including furniture and flooring plan, lighting plan, list of audiovisual equipment and graphic panels
- Submit design documentation, including the 3-D design concept in electronic format and in print form (three bound colour copies), Adobe Acrobat (PDF) and MS Word which may include a photo montage and/or sketches and/or illustrations according to the concept
- Submit all native files for the design and plans provided
- Include a list of recommended production materials, including lighting and furniture and audio-visual elements, and preliminary building plans; all of which are to be included in the production budget
- Develop a work plan and schedule
- Build the booth space based on approved design and building plans
- Provide set up services
- Shipping back to Ottawa
- Develop a training manual in English and French
- Provide training in English and French for set up and dismantling of the booth within two weeks of the end of the Vancouver event.

A.6.2 In terms of the visitor experience, the room must provide:

- An exhibit that can be visited autonomously, without a guide
- Creative interactivity that calls upon the visitor's intelligence and induces wonder
- An experience that stands apart from other exhibits that address similar themes
- Consistency between the theme and the proposed means

A.6.3 In terms of the manufacturing of exhibit:

- Where available, material should be selected so as to have the least environmental impact, whether through local purchasing, green manufacturing processes or the possibility of recycling or safe disposal after teardown of the installations.

A.7 MEETINGS

A maximum of 5 meetings are anticipated for this component, which may can be conducted by various means, including in-person or via teleconference.

A.8 SCHEDULE OF DELIVERABLES

Deliverables	Deadlines
1. Submission of research document and preliminary concept	April 15, 2019
2.Revisions as per feedback	April 23 2019
3. Building period	April 29 – May 27
3. Set up of booth	June 1, 2019

A.9 DELIVERABLES

A.9.1 Delivery of the research and concept

1. Research summary report on the proposed concept
2. 3-D rendering of the proposed booth concept in each of the three sizes, including
 - a. Plans and specifications for furniture elements of the exhibit
 - b. Graphic panels
 - c. Lighting plan
 - d. Complete list of audiovisual equipment
 - e. Preliminary building plans
3. Identification of areas to be highlighted in view of
 - a. their importance to the understanding of the subject
 - b. their originality in comparison with other similar exhibits elsewhere in Canada (current and recent past)

A.9.2: Delivery of document presenting the exhibit's proposed production materials, costs and project schedule

The document will include:

- a. Proposed production materials
- b. Finalized fabrication budget
- c. Design and exhibit production schedule

The Contractor's finalized fabrication budget for fabrication, set-up, dismantling, shipping, training and travel **must not** exceed \$325,000.00, excluding taxes.

A.9.3: Production of turn-key booth space, set-up, dismantling, shipping and training

- a. Production to approved design and specifications of modular exhibit
- b. Rental of furniture, lighting, and audio-visual equipment
- c. Shipping to Vancouver Convention Centre and back to Ottawa
- d. Set up and dismantling of booth at Vancouver Convention Centre
- e. Training manual in English and French
- f. Training of set up and dismantling of booth to Global Affairs employees done through a Vancouver area sub-contractor, if possible

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A. 10 ALTERATIONS

During the period of the Contract the Contractor may be required to provide alterations to supplied design specifications or documents.

Author's alterations are changes requested by the Project Authority to approved specifications or layout at any stage during fabrication.

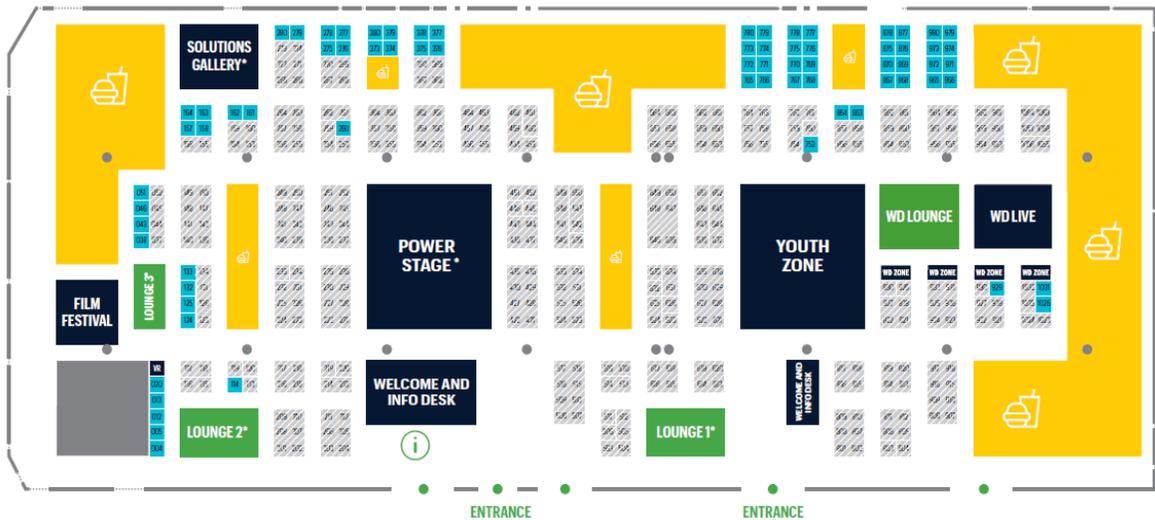
If alterations are requested, the Contractor must provide details of the alterations and associated costs to the Project Authority for review and approval. The Contractor must not undertake any alteration without the written authorization of the Contracting Authority and will be evidenced through a contract amendment.

APPENDIX 1 TO ANNEX A

WD2019 FUELING STATION



FUELING STATION
 UPDATED AS OF 27 NOVEMBER, 2018 3:52 PM



- ENTRANCE
- ⓘ SERVICE AND INFORMATION DESK
- 🍴 FOOD AND BEVERAGES
- * LOUNGE with charging station
 POWER STAGE hosts SOCIAL ENTERPRISE PITCH
 SOLUTIONS GALLERY hosts APPY HOUR
- AVAILABLE BOOTH
- ▨ RESERVED BOOTH
- VR VIRTUAL REALITY
- STRUCTURAL PILLAR

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ANNEX "B"

BASIS OF PAYMENT

Bidders must quote all prices in Canadian dollars, including FOB destination, and custom duties, if applicable. The Goods and services Tax or Harmonized Sales Tax, if applicable, are extra.

The Bidder must provide firm all-inclusive prices for each line item in Table B.1 and B.2 below.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees then the Basis of Payment will be considered compliant. However, if the Bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

Bidders must provide pricing in the format specified in this Annex B. Failure to provide prices in the format specified will render the proposal non-responsive.

**B.1 – Canada Pavilion at Women Deliver Conference
 (as specified in the Annex A Statement of Work)**

Line Item	Price
Firm price for delivery of research document, concept, finalized fabrication budget and production schedule	\$ _____
All-inclusive hourly rate for alterations	\$ _____/hr

Fabrication Payment Schedule*	Date	Payments
1. First Fabrication Milestone	May 15, 2019	25% of total cost
2. Second Fabrication Milestone	May 27, 2019	50 % of total cost
3. Completion, delivery and installation of the exhibit at the Vancouver Convention Centre, training and documentation, and return shipping back to Ottawa	Upon receipt of exhibit in Ottawa	25% of total cost
The Contractor's TOTAL ALL INCLUSIVE PRICE must be no more than \$325,000.00 excluding applicable taxes		

*The Fabrication Payment Schedule will be applied to the finalized fabrication budget delivered with the final approved design.

B.2 Travel and Living Expenses

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

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National Joint Council Travel Directive, (<http://www.njc-cnm.gc.ca/directive/index.php?did=10&lang=eng>) and with the other provisions of the directive referring to “travelers,” rather than those referring to “employees.”

All travel and living expenses must be identified in the finalized fabrication budget that is identified as a deliverable under the research and design milestone of the Contract.

With respect to Modules 2, 3 and 4 of the Directive, meals will be reimbursed based on the daily allowances specified in Appendix C or D of the Directive, as applicable.

Note: The Contractor is not an employee of Canada and as such, is not eligible for any Government of Canada employee benefits as they pertain to the Government of Canada National Joint Council Travel Directive, or otherwise. This includes any provisions pertaining to “travel status” as set out in the Directive which are not expressly permitted herein.

B.3 Subcontracting

Subcontracted items include any expenses incurred during the performance of the work or for the purpose of the project for which a separate contract exists between the Contractor and the person or firm providing the goods/services.

Invoices from the Contractor to the Government of Canada must be accompanied by copies of invoices from the subcontractors. Invoices from second-tier subcontractors (the subcontractors of the Contractor's subcontractors) are not required under the contract.

For each subcontracted service over \$25,000 (taxes included) it is recommended that the Contractor obtain competitive bids from no fewer than three (3) outside suppliers.

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ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);

ANNEX D

EVALUATION GRIDS

1. MANDATORY EVALUATION CRITERIA

Evaluation Criteria	Met	Not met
M.1 FINANCIAL PROPOSAL		
<p>As indicated in Annex A, Statement of Work, a budget of \$325,000.00 (Goods and Services Tax or Harmonized Sales Tax extra, as appropriate) has been allocated to production, shipping, set up, dismantling, travel and training, excluding research and design.</p> <p>Bidders must only provide a firm price for the research and design associated to this project which includes the delivery of the finalized fabrication budget, in addition to the all-inclusive hourly rate for alterations in accordance with the table in Annex B Basis of Payment.</p> <p>The Bidder must also provide an all-inclusive hourly rate for alterations should any changes to the finalized design be necessary after its delivery and acceptance.</p>		
Comments:		

Evaluation Criteria	Met	Not met
M.2 EXPERIENCE OF THE FIRM		
<p>The Bidder must provide a detailed description of two (2) exhibit projects that demonstrate that the Bidder has provided booth design services, booth fabrication and installation for Booth similar in scope (size, budget and for a major institution) to the requirement detailed in Annex A - the Statement of Work of this solicitation. <u>All example projects must have been completed after January 1, 2015 and must each have a total value exceeding \$250,000.00 and not exceeding \$500,000.00 (for the design, fabrication and delivery [shipping/transportation] only, excluding applicable taxes).</u></p> <p>a) Each detailed description must include:</p>		

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<ul style="list-style-type: none">i. Breakdown of the Bidder's responsibilities at the following stages: design, fabrication and delivery [shipping/transportation];ii. Description of the booth and the elements which enhanced engagement;iii. The cost of the project (total value for the design, fabrication and delivery [shipping/transportation] only, excluding applicable taxes);iv. Target audience;v. Location(s) of the exhibit;vi. Completion/delivery date of the project (Month/Year);vii. Two (2) or more colour photos or colour photocopies of photographs of the sample booth;viii. Client information (including the name of the organization or legal entity);ix. A letter of reference from the identified Client(s) for each sample booth project demonstrating the Client's satisfaction with the project.		
Comments:		

2. POINT RATED TECHNICAL CRITERIA

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. To be considered compliant, bidders must obtain the required minimum of 60 percent of the points for each rated criterion and an overall passing mark of 48 points. The rating is performed on a scale of 80 points. **Proposals scoring less than 60 percent in any one (1) of these criterion will not be given further consideration.**

INSTRUCTIONS TO EVALUATORS

PLEASE READ THE FOLLOWING CAREFULLY AND IN ITS ENTIRETY PRIOR TO COMMENCING THE EVALUATION OF THE RATED REQUIREMENTS.

The following scoring grid will be used for the evaluation of the rated criteria.

R.1 Experience of the firm

Total maximum points for R.1: 70

To be declared responsive, bids must obtain the required minimum points for **each** of the following technical evaluation criteria: - R.1.1, - R.1.2, and - R.1.3.

Each sample booth project provided under M.2 (total of two [2] samples) will be evaluated as follows:

R.1.1 Relevancy of the Booth Project Samples in terms of similarity in objective and target audience

Relevancy of the Booth Project Samples in terms of similarity in objective and target audience	
Maximum points for R.1.1: 20 (each sample will be allocated a maximum of 10 points)	
Minimum required points: 12 points	
Assessment of Criteria	Points
Sample 1	/ 10
Sample 2	/ 10
<p><u>Not acceptable (0)</u>: Information required was not provided. Few elements present. Not all elements are described or are poorly described. Not enough details are provided to assess how the bidders sample exhibit is similar to the requirements as described in Annex A - Statement of Work.</p> <p><u>Acceptable (6)</u>: This is the established minimum. Some elements present. Some elements are well described. Details provided, provides evaluators with a limited understanding of how the bidder's sample exhibit is similar to the requirements as described in Annex A - Statement of Work.</p> <p><u>Good (8)</u>: Most elements present. Most elements are well described. Details provided, provides evaluators with a good understanding of how the bidder's sample exhibit is similar to the requirements as described in Annex A - Statement of Work. The project's primary target audience was women.</p> <p><u>Outstanding (10)</u>: All elements present. All elements fully described. Substantial details provided, provides evaluators with a complete and thorough understanding of how the bidders sample exhibit is similar to the requirements as described in Annex A - Statement of Work. The project's primary target audience was women, with an additional emphasis on one or more of the following sub-groups: (a) aboriginal individuals, (b) sexual minorities and (c) youth aged 13-24.</p>	

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Comments:	Total Points / 20
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R.1.2 Relevancy of the Exhibit Project Samples in terms of usage of features and technologies to create an engaging booth

<p>Relevancy of the Exhibit Project Samples in terms of usage of features and technologies to create an engaging booth Maximum points for R.1.1: 20 (each sample will be allocated a maximum of 10 points) Minimum required points: 12 points</p>	
Assessment of Criteria	Points
Sample 1	/ 10
Sample 2	/ 10
<p><u>Not acceptable (0)</u>: Information required was not provided. Few elements present. Not all elements are described or are poorly described. Not enough details are provided to assess how the bidders sample exhibit is similar to the requirements as described in Annex A - Statement of Work.</p> <p><u>Acceptable (6)</u>: This is the established minimum. Some elements present. Some elements are well described. Details provided, provides evaluators with a limited understanding of how the bidder's sample exhibit is similar to the requirements as described in Annex A - Statement of Work.</p> <p><u>Good (8)</u>: Most elements present. Most elements are well described. Details provided, provides evaluators with a good understanding of how the bidder's sample exhibit is similar to the requirements as described in Annex A - Statement of Work.</p> <p><u>Outstanding (10)</u>: All elements present. All elements fully described. Substantial details provided, provides evaluators with a complete and thorough understanding of how the bidders sample exhibit is similar to the requirements as described in Annex A - Statement of Work.</p>	
Comments:	Total Points / 20

R.1.3 Overall Design of each Sample Booth Project

<p>Overall Design of each Sample Booth Project Maximum points for R.1.3: 30 (each sample will be allocated a maximum of 15 points) Minimum required points: 18 points</p>	
Assessment of Criteria	Points
Sample 1	/ 15
Sample 2	/ 15

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<p><u>Not acceptable (0)</u>: Information required was not provided. Few elements present. Not all elements are described or are poorly described. Not enough details are provided to assess how the bidders sample exhibit is similar to the requirements as described in Annex A - Statement of Work.</p> <p><u>Acceptable (9)</u>: This is the established minimum. Some elements present. Some elements are well described. Details provided, provides evaluators with a limited understanding of how the bidder's sample exhibit is similar to the requirements as described in Annex A - Statement of Work.</p> <p><u>Good (12)</u>: Most elements present. Most elements are well described. Details provided, provides evaluators with a good understanding of how the bidder's sample exhibit is similar to the requirements as described in Annex A - Statement of Work.</p> <p><u>Outstanding (15)</u>: All elements present. All elements fully described. Substantial details provided, provides evaluators with a complete and thorough understanding of how the bidders sample exhibit is similar to the requirements as described in Annex A - Statement of Work.</p>	
Comments:	Total Points / 30

Total points allocated for the Rated Criteria R.1: _____ / 70 points

R.2 Sample Financial Proposal for Fabrication, Shipping, Installation, Dismantling & Training

Sample Financial Proposal for Fabrication, Shipping, Installation, Dismantling & Training		
Total maximum points for R.1: 10 Minimum required points: 6 points		
Assessment of Criteria	Percentage Factor	Points
<p>Sample Financial Proposal</p> <p>The Bidder should submit a detailed sample pricing that correlates with the production schedule and resource allocation of the project. The Bidder should also provide sufficient budget details in terms of categories, line items, unit prices/rates, level of effort, with consistent budget structures, and a breakdown for each production phase in correlation with the production milestones and payment schedule, and as specified in Annex A – Statement of Work.</p> <p>The intent of this criterion is to determine the Bidder's ability to produce a detailed and comprehensive financial proposal for the fabrication of an exhibit project.</p> <p>The Bidder should treat any and all travel and living expenses as a separate item within their sample proposal.</p> <p>The Financial Proposal will be evaluated based on the following:</p> <p>The price should be further broken down into categories and line items for the goods and services required to deliver the completed project</p>		/ 10

<p>The Bidder should provide sufficient detail in their sample financial proposal that demonstrates to the Evaluation Team how and where the money is being spent.</p> <p><i>At a minimum, evaluators are looking for: that the breakdown is clear and easy to understand and correlates well to the project plan, that budget structures/breakdowns are consistent by production phase. Evaluators are also looking for notes that identify assumptions* and cost efficiencies**.</i></p> <p><i>*Notes to identify any assumptions that the Bidder made as the basis for budgetary decisions related to the project requirements, and also to explain the inclusion or exclusion of any services.</i></p> <p><i>**Notes to identify cost efficiencies demonstrating where and how savings for Canada have been achieved.</i></p>		
<p><u>Not acceptable (0)</u>: The information provided was unsuitable or insufficient.</p> <p><u>Acceptable (0.6)</u>: This is the established minimum. There is a budget summary page with a breakdown for each product. Enough budget details in terms of categories, line items, unit prices/rates, level of effort; consistent budget structures and breakdowns. Enough details on where money is allocated. Budget allocations are appropriate in many areas for project needs and parameters, but may have certain issues that are easy to resolve. Assumptions and cost efficiencies not clearly identified.</p> <p><u>Good (0.8)</u>: There is a budget summary page with a breakdown for each product. Sufficient budget details in terms of categories, line items, unit prices/rates, level of effort; with consistent budget structures and breakdowns by production phase. Budget is clear. Sufficient details on where money is allocated. There is good correlation to project plan. Budget allocations are appropriate. Assumptions and cost efficiencies are identified.</p> <p><u>Outstanding (1)</u>: There is a detailed budget summary page with a breakdown for each product. Clear and complete budget details in terms of categories, line items, unit prices/rates, level of effort; consistent budget structures and breakdowns are provided. Budget is very clear and easy to understand. Clear and complete details on where money is allocated. Budget allocations are appropriate for project needs and parameters. Assumptions and cost efficiencies are clearly identified and are appropriate for project requirements.</p>		
<p>Comments:</p>	<p>Total Points / 10</p>	

Total points allocated for the Rated Criteria R.2: _____ / 10 points

<p>Total maximum points for R.1 + R.2: 80</p>	<p>Total Points: / 80</p>
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