



Closing Date	15/10/2019
Time	14:00 pm
REFERENCE NO.:	7410144
WCEF_Venue	

REQUEST FOR PROPOSAL #7411044

Title of Project		
2020 World Circular Economy Forum		
Event dates		
September-October, 2020		
CLOSING DATE: 2:00 PM EDT on October 15th, 2019		
Return Bids to :		By Mail:
By Hands or Messenger Service:		Audrey Paquin-SMO
Audrey Paquin-SMO		Global Affairs Canada
Global Affairs Canada		Foreign Affairs, Trade and Development Canada
Foreign Affairs, Trade and Development Canada		Lester B. Pearson Building, 125 Sussex Drive,
Lester B. Pearson Building, 125 Sussex Drive,		Ottawa, On, K1A 0G2, Canada
Ottawa, On, K1A 0G2, Canada		Attention: Audrey Paquin
Attention: Audrey Paquin		Solicitation number: 7410144
Solicitation number: 7410144		
From : Monday – Friday		
Hours :8:00 am -12:00 pm / 1:00 pm – 4:00 pm		
Contracting Authority	Telephone No.	E-mail :
Audrey Paquin	343-203-0846	Audrey.paquin@international.gc.ca

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.

Bidder's Name	
Bidder's Complete Address	
NAME & TITLE OF THE PERSON AUTHORIZED TO SIGN ON BEHALF OF BIDDER (PLEASE PRINT)	
Signature	Date

THIS PAGE IS TO BE COMPLETED AND INCLUDED WITH YOUR BID



Closing Date	15/10/2019
Time	14:00 pm
REFERENCE NO.:	7410144
WCEF_Venue	

Table of Contents

PART 1 - INFORMATION AND INSTRUCTIONS 4

1.1 Summary4

1.2 Security Requirements4

1.3 Statement of Work4

1.4 Definitions4

1.5 Contract Documents4

1.6 Standard Instructions, Clauses and Conditions4

1.7 Applicable Laws.....5

1.8 Debriefings5

1.9 Confidentiality clause.....5

1.10 Entire Requirement5

1.11 Validity of Proposal5

1.12 Challenges.....5

1.13 No Promotion of Bidders Interest.....5

1.14 Trade Agreements6

2. CAPACITY TO BID 6

2.1 Legal Capacity6

2.2 Joint Venture6

2.3 Certifications6

2.4 Insurance Requirements8

3 BIDDING INSTRUCTIONS 8

3.1 Bid Preparation Instructions.....8

3.2 Submission of Proposals.....9

3.3 Language of Proposal10

3.4 Late Proposal.....10

3.5 Communications, Enquiries, Suggested Improvements10

3.6 Bid Costs10

3.7 Price Justification10

4 RIGHTS OF CANADA 11

4.1 Rights of Canada.....11

4.2 Rejection of Proposals.....11

4.3 Conflict of Interest - Unfair Advantage12

5. EVALUATION PROCEDURES AND BASIS OF SELECTION 12



Closing Date	15/10/2019
Time	14:00 pm
REFERENCE NO.:	7410144
WCEF_Venue	

5.1 Conduct of Evaluation12

5.2 Evaluation and Selection.....13

PART 2 - RESULTING CONTRACT CLAUSES..... 22

2.1 Security Requirements22

2.2 Statement of Work22

2.3 Standard Clauses and Conditions22

2.4 Term of Contract.....22

2.5 Authorities.....22

2.6 Payment.....23

2.7 Invoicing Instructions23

2.8 Certifications24

2.9 Applicable Laws.....24

2.10 Priority of Documents24

ANNEX A - STATEMENT OF WORK 25

ANNEX B – BASIS OF PAYMENT 36

ANNEX C – CONFIDENTIALITY CLAUSE..... 39

ANNEX D – QUOTE 40



PART 1 - INFORMATION AND INSTRUCTIONS

1.1 Summary

In 2020, Canada is host to the World Circular Economy Forum (WCEF). The WCEF is an initiative of Finland and the Finnish Innovation Fund Sitra that brings together business leaders, policymakers and experts to present the world's best circular economy solutions. The WCEF accelerates the global transition towards a circular economy in order to achieve the UN Sustainable Development Goals. The first WCEF was organized in Helsinki in 2017.

Global Affairs Canada (GAC) is responsible for coordinating all logistical aspects of the overall planning, program and logistics operation. It is expected that the number of participant will be near 2000.

1.2 Security Requirements

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

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

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

1.3 Statement of Work

The Work to be performed is detailed in the Annex A

1.4 Definitions

"Applicable Tax" means any tax applicable in the jurisdiction of the Work;

"Canada", "Crown", or "the Government" means the Queen in right of Canada as represented by the Minister of Foreign Affairs, Trade and Development and any other person duly authorized to act on behalf of that minister.

"Bid" means proposal, and the terms can be used interchangeably in this document.

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a proposal to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

1.5 Contract Documents

The Draft Contract and the Statement of Work which the selected Bidder will be expected to execute is included with this Request for Proposal (RFP) at Annex A and B. Bidders are advised to review it in detail and identify any problematic clauses to Canada's Representative in accordance with the section 3.6, Communications, Enquiries and Suggested Improvements. Canada reserves the right not to make any amendment(s) to the Contract Documents before the Contract Award.

1.6 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-conditionsmanual>) issued by Public Works and Government Services Canada.



Closing Date	15/10/2019
Time	14:00 pm
REFERENCE NO.:	7410144
WCEF_Venue	

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.

1.7 Applicable Laws

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

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.

1.8 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.

1.9 Confidentiality clause

The Confidentiality Clause (see Annex C) must be signed and sent with the proposal.

1.10 Entire Requirement

The RFP documents contain all the requirements relating to the RFP. Any other information or documentation provided to or obtained by a Bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in the RFP. Bidders should also not assume that their existing capabilities meet the requirements of the RFP simply because they have met previous requirements.

1.11 Validity of Proposal

Proposals will remain open for acceptance for a period of not less than [ninety (90)] days from the closing date of the RFP, unless specified otherwise in RFP. Canada reserves the right to seek an extension of the proposal validity period from all responsive Bidders in writing, within a minimum of three (3) calendar days before the end of the proposal validity period. If the extension is accepted by all responsive Bidders, Canada will continue with the evaluation of the proposals. If the extension is not accepted by all responsive Bidders, Canada will, at its sole discretion, either continue with the evaluation of the proposals of those who have accepted the extension or cancel the solicitation.

1.12 Challenges

Furthermore, the Canadian International Trade Tribunal (CITT) was established by the Government of Canada to provide a challenge mechanism for suppliers to raise complaints regarding the solicitation or evaluation of bids, or in the awarding of contracts on a designated procurement, in accordance with applicable Trade Agreements. You may raise concerns regarding the solicitation, evaluation or the resulting award, with the DFATD representative in a first attempt to address the concern or if not satisfied, with the CITT by contacting them toll free by telephone at 855-307-2488, or by visiting their website at <http://www.citt.gc.ca/>.

1.13 No Promotion of Bidders Interest

Bidders will not make any public comment, respond to questions in a public forum or carry out any activities to publicly promote or advertise their interest in this Project.



1.14 Trade Agreements

"The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)."

2. CAPACITY TO BID

2.1 Legal Capacity

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by Canada's Representative, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Bidders submitting a proposal as a joint venture.

2.2 Joint Venture

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:

- a. the name of each member of the joint venture;
- b. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
- c. the name of the joint venture, if applicable.

2. If the information is not clearly provided in the proposal, the Bidder must provide the information on request from Canada's Representative.

3. The proposal and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. Canada's Representative may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the RFP and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

2.3 Certifications

1. The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada may declare a proposal non-responsive, or may declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the proposal evaluation period or during the contract period.

2. Canada's Representative will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the proposal non-responsive.



2.3.1 Incapacity to Contract with Government

By submitting a proposal, the Bidder certifies that neither the Bidder nor any of the Bidder's affiliates has ever been convicted of an offence under any of the following provisions. Canada may reject a proposal where the Bidder, including the Bidder's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:

- a. paragraph 80(1)(d) (*False entry, certificate or return*), subsection 80(2) (*Fraud against Her Majesty*) or section 154.01 (*Fraud against Her Majesty*) of the [Financial Administration Act](#), or
- b. section 121 (*Frauds on the government and Contractor subscribing to election fund*), section 124 (*Selling or Purchasing Office*), section 380 (*Fraud*) for fraud committed against Her Majesty or section 418 (*Selling defective stores to Her Majesty*) of the [Criminal Code](#) of Canada, or
- c. section 462.31 (*Laundering proceeds of crime*) or
- d. sections 467.11 to 467.13 (*Participation in activities of criminal organization*) of the [Criminal Code](#) of Canada, or section 45 (*Conspiracies, agreements or arrangements between competitors*), 46 (*Foreign directives*) 47 (*Bid rigging*), 49 (*Agreements or arrangements of federal financial institutions*), 52 (*False or misleading representation*), 53 (*Deceptive notice of winning a prize*) under the [Competition Act](#), or
- e. section 239 (*False or deceptive statements*) of the [Income Tax Act](#), or
- f. section 327 (*False or deceptive statements*) of the [Excise Tax Act](#), or
- g. section 3 (*Bribing a foreign public official*) of the [Corruption of Foreign Public Officials Act](#), or
- h. section 5 (*Trafficking in substance*), section 6 (*Importing and exporting*), or section 7 (*Production of substance*) of the [Controlled Drugs and Substance Act](#), or
- i. any provision under any law other than Canadian law having a similar effect to the above-listed provisions.

2.3.2 Former Public Servant

1. 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 with FPS, Bidders who are FPS must advise Canada's Representative and will be required to provide further information before contract award.

2. 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.

2.3.3 Status and Availability of Resources

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

2. If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from Canada's Representative, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the proposal being declared non-responsive.

2.4 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in the Draft Contract.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

3 BIDDING INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (4 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard copy)



Closing Date	15/10/2019
Time	14:00 pm
REFERENCE NO.:	7410144
WCEF_Venue	

*Failure to send the required number of copies could put the bidder at a disadvantage. Global Affairs Canada is not responsible for the quality and content of the documents to be printed.

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 (Annex B).

3.2 Submission of Proposals

1. Proposals must be submitted only to the Department of Foreign Affairs, Trade and Development by the date, time and to the address indicated on page 1 of the RFP. Canada will not be responsible for proposals delivered to a different location.
2. By virtue of the Bidder submitting a proposal, which is received in writing and accepted by Canada, is considered by Canada to constitute a contract as it reflects those conditions proposed or agreed to in writing by the successful bidder.
3. Canada requires that each proposal, at closing date and time or upon request from Canada's Representative, be signed by the Bidder or by an authorized representative of the Bidder. If any required signature(s) are not submitted as requested, the Departmental Representative will inform the Bidder of a time frame within which to provide the signature(s). Failure to comply with the request of the Departmental Representative and to provide the signature(s) within the time frame provided may render the bid non-responsive.

If a proposal is submitted by a joint venture, it must be in accordance with section 2.2, Joint Venture.

4. It is the Bidder's responsibility to:
 - a. obtain clarification of the requirements contained in the RFP, if necessary, before submitting a proposal;
 - b. prepare its proposal in accordance with the instructions contained in the RFP;
 - c. submit by closing date and time a complete proposal;
 - d. ensure that the Bidder's name, return address, and the RFP number are clearly visible on the envelope or the attachment(s) containing the proposal; and,
 - f. provide a comprehensible and sufficiently detailed proposal, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RFP.
5. Canada will make available Notices of Proposed Procurement (NPP), RFPs and related documents for download through the Government Electronic Tendering Service (GETS) Website: Buyandsell.gc.ca/tenders. Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, RFP or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments using GETS. It is the sole responsibility of the Bidder to regularly consult GETS for the



most up-to-date information. Canada will not be liable for any oversight on the Bidder's part nor for notification services offered by a third party.

6. Proposals received on or before the stipulated RFP closing date and time will become the property of Canada and will not be returned, including those of unsuccessful Bidders. All proposals will be treated as confidential, subject to the provisions of the Access to Information Act (R.S. 1985, c. A-1) and the Privacy Act (R.S., 1985, c. P-21), and other applicable law.
7. Unless specified otherwise in the RFP, Canada will evaluate only the documentation provided with a Bidder's proposal. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the proposal.
8. A proposal cannot be assigned or transferred in whole or in part.

3.3 Language of Proposal

Proposal documents and supporting information must be submitted in either English or French.

3.4 Late Proposal

Canada will inform the Bidder if their proposal is delivered after the stipulated RFP closing date and time. Canada will return or delete bids delivered after the stipulated solicitation closing date and time.

3.5 Communications, Enquiries, Suggested Improvements

1. All enquiries and suggested improvements must be submitted in writing only to the following email address: Audrey.Paquin@international.gc.ca no later than five (5) calendar days before the bid closing date. Enquiries and suggestions received after that time may not be answered.

2. Bidders should reference as accurately as possible the numbered item of the RFP 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

3. Should any Bidder consider that the specifications or Statement of Work contained in this RFP can be improved technically or technologically, the Bidder is invited to make suggestions in writing to Canada's Representative. The Bidder must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Bidder will be given consideration. Canada reserves the right to accept or reject any or all suggestions.

3.6 Bid Costs

No payment will be made for costs incurred in the preparation and submission of a proposal in response to the RFP. Costs associated with preparing and submitting a proposal, as well as any costs incurred by the Bidder associated with the evaluation of the proposal, are the sole responsibility of the Bidder.

3.7 Price Justification

At Canada's discretion and request, Bidders must provide, on Canada's request, one or more of the following price justification:



- a. a current published price list indicating the percentage discount available to Canada; or
- b. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- d. price or rate certifications; or
- e. any other supporting documentation as requested by Canada.

4 RIGHTS OF CANADA

4.1 Rights of Canada

Canada reserves the right to:

- a. reject any or all proposals received in response to the RFP;
- b. reject any proposals with conditional requirements;
- c. enter into negotiations with compliant Bidders on any or all aspects of their proposals;
- d. accept any proposal in whole or in part without negotiations;
- e. cancel the RFP at any time;
- f. reissue the RFP;
- g. if no responsive proposals are received and the requirement is not substantially modified, reissue the RFP by inviting only the Bidders who bid to resubmit proposals within a period designated by Canada.

4.2 Rejection of Proposals

1. Canada may reject a proposal where any of the following circumstances is present:

- a. the Bidder is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
- b. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of the proposal;
- c. evidence satisfactory to Canada that based on past conduct or behavior, the Bidder, a subcontractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;



d. with respect to current or prior transactions with the Government of Canada:

i. Canada has exercised its contractual remedies of suspension or termination for default with respect to a contract with the Bidder, any of its employees or any subcontractor included as part of the proposal;

ii. Canada determines that the Bidder's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Bidder performed the Work in accordance with contractual clauses and conditions, is sufficiently poor to jeopardize the successful completion of the requirement being bid on.

2. Where Canada intends to reject a proposal pursuant to a provision of subsection 1. (d), Canada's Representative will so inform the Bidder and provide the Bidder ten (10) calendar days within which to make representations, before making a final decision on the bid rejection.

4.3 Conflict of Interest - Unfair Advantage

1. In order to protect the integrity of the procurement process, Bidders are advised that Canada may reject a proposal in the following circumstances:

a. if the Bidder, any of its subcontractors, any of their respective employees or former employees were involved in any manner in the preparation of the RFP or in any situation of conflict of interest or appearance of conflict of interest;

b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the RFP that was not available to other Bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.

2. The experience acquired by a Bidder who is providing or has provided the goods and services described in the RFP (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.

3. Where Canada intends to reject a proposal under this section, Canada's Representative will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact Canada's Representative before bid closing. By submitting a proposal, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

5. EVALUATION PROCEDURES AND BASIS OF SELECTION

5.1 Conduct of Evaluation

In conducting its evaluation of the proposals, Canada may, but will have no obligation to, do the following:

a. seek clarification or verification from Bidders regarding any or all information provided by them with respect to the RFP;



- b. contact any or all references supplied by Bidders to verify and validate any information submitted by them;
- c. request, before award of any contract, specific information with respect to Bidders' legal status;
- d. conduct a survey of Bidders' facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the RFP;
- e. where unit pricing is used for evaluation purposes, correct any error in the extended pricing of proposals by using unit pricing and any error in quantities in proposals to reflect the quantities stated in the RFP; in the case of error in the extension of prices, the unit price will govern.
- f. verify any information provided by Bidders through independent research, use of any government resources or by contacting third parties;
- g. interview, at the sole costs of Bidders, any Bidder and/or any or all of the resources proposed by Bidders to fulfill the requirement of the RFP.

Bidders will have the number of days specified in the request by Canada's Representative to comply with any request related to any of the above items. Failure to comply with the request may result in the proposal being declared non-responsive.

5.2 Evaluation and Selection

1. A bid must comply with all mandatory and point-rated requirements of the bid solicitation to be declared responsive. The responsive bid with the highest score will be recommended for award of a contract.
2. An evaluation team composed of a majority of representatives of Canada will evaluate the proposals.

5.2.1. Evaluation Procedures (Highest Combined Technical Merit and Price)

The Bidder must provide the necessary documentation to demonstrate compliance with this requirement.

- (a) The Bidder/Firm is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute "demonstrated" for the purpose of the evaluation
- (b) The Bidder/Firm must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by resumes and any necessary supporting documentation
- (c) The Bidder/Firm must provide complete details as to where, when and how (through which activities/responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when experience was obtained, the bidder must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not normally be counted more than once



- (d) It is recommended that the Bidder/Firm include a grid in their proposals, cross-referring statements of compliance with the supporting data and resume evidence contained in their proposals. Note: the compliance grid, by itself DOES NOT constitute demonstrated evidence.

5.2.2 Technical Evaluation

5.2.2.1 Mandatory Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to demonstrate compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Mandatory Criteria	Substantiation / Cross Reference to Proposal [supplier to insert]		Comments
<p>M1 Event of similar magnitude</p> <p>The bidder must declare that they have held at least one (1) event of similar magnitude * during the last 12 months preceding the closing date of this RFP.</p> <p>Signature: _____</p> <p>Print Name: Title:</p> <p><i>N.B. Global Affairs Canada reserves the right to seek information from the bidder that would validate the declaration. The bidder who is found guilty of providing incorrect information could see his proposal be declared ineligible.</i></p>	Yes	No	



<p>M2 Curriculum Vitae</p> <p>The bidder must provide the curriculum vitae of proposed Lead Event Coordinator * where it will be demonstrated that they have led at least one (1) event of similar magnitude during the last 12 months preceding the closing date of this RFP.</p> <p>Please</p> <p>Signature: _____</p> <p>Print Name: Title:</p>	<p>Yes</p>	<p>No</p>	
<p>M3 In close proximity of the Billy Bishop Toronto City Airport</p> <p>The bidder must demonstrate that the venue is within 4km from of the Billy Bishop Toronto City Airport.</p>	<p>Yes</p>	<p>No</p>	
<p>M4 Site visit</p> <p>The bidder must declare that they will provide access to the venue several weeks before the event for various site visits.</p> <p>Signature: _____</p> <p>Print Name: Title:</p>	<p>Yes</p>	<p>No</p>	
<p>M5 Hospitality – menu and prices</p> <p>The bidder must provide menu that does not exceed amounts as detailed in the SOW (<u>4.2.2.1</u> in section 1 and 2).</p>	<p>Yes</p>	<p>No</p>	
<p>M6 Hospitality – inclusion</p> <p>The bidder must include vegetarian, vegan, gluten-free, pork-free and nut-free option as detailed in the SOW (<u>4.2.2.1</u> point 3).</p>	<p>Yes</p>	<p>No</p>	



M7 Sustainability initiatives The bidder must provide a list of sustainability initiatives that have been implemented in the venue	Yes	No	
M8 4 star facility Be at least a 4 star facility	Yes	No	

*** Definition:**

1. Event of similar magnitude:

Any events where:

- there was over a thousand (1000) participants
- it involved room setting in more than 10 rooms
- it involve serving over fifteen hundred meals

2. Lead Event Coordinator responsibilities:

Where the individual have coordinated various types of events.

- Understood requirements and details of event
- Understood clients' needs and wants
- Planned with client and organized events with attention to financial and time constraints
- Met with clients and coordinated with them regularly
- Negotiated with vendors to achieve the most favorable terms
- Managed all event operations (preparing venue, invitations, food, drinks etc.)
- Tracked the overall even expenses regularly
- Did event budget planning
- Stayed within the budget
- Have carefully oversee event happenings
- Have offer solutions to resolve problems in a timely manner



5.2.2.2 Reated Criteria

Bids which meet all the mandatory technical criteria will be further evaluated and scored in accordance with the following technical criteria:

Point Rated Technical Criteria	Point Allocation	Substantiation / Cross Reference to proposal	Score
<p>R1 In close proximity of the Billy Bishop Toronto City Airport terminal</p> <p>The bidder should demonstrate the distances.</p>	<ul style="list-style-type: none"> • Less than 2.5 km = 50 points • Between 2.5 and 3.0 km =35 points • Between 3 and 4.0 km =20 points • 4km and over = 0 points 		/50
<p>R2 Proximity to accommodations (at least one)</p> <p>The bidder should demonstrate that the venue is within close proximity to hotel accommodations.</p>	<ul style="list-style-type: none"> • Less than 250 m = 50 points • Between 500m and 1km =35 points • Between 1 and 1.5km =15 points • Between 1.5 and 2 km =5 points 2km and over = 0 		/50
<p>R3 Meeting room space Availability</p> <p>The bidder should demonstrate that the meeting space available meets the minimum requirements as detailed in the SOW section 4.2.1 and are within close proximity by submitting floor plans.</p>	<ul style="list-style-type: none"> • Less than 250 m = 10 points • 250 m and over = 0 point 		/20
<p>R4 LEED Certification</p> <p>The bidder must provide proof of certification that the venue has obtained LEED certification.</p>	<ul style="list-style-type: none"> • Platinum = 30 points • Gold =20 points • Silver = 10 points • Certified = 5 points 		/30
<p>R5 Internet</p> <p>The bidder should send a statement to demonstrate that they will provide free Wireless Internet access</p>	<ul style="list-style-type: none"> • Can provide free internet =20 points • Cannot provide free internet = 0 points 		/20



Point Rated Technical Criteria	Point Allocation	Substantiation / Cross Reference to proposal	Score
for delegates within conference facilities.			
<p>R6 Internet</p> <p>The bidder is able to provide the wireless networks with the names, passwords, and speeds requested.</p>	<ul style="list-style-type: none"> • Can provide all the wireless networks as requested = 10 points • Can provide half of the wireless networks as requested = 5 points • Can only provide 0 or 1 wireless network as requested = 0 points 		/10
<p>R7 Wired Internet</p> <p>The bidder is able to provide the bandwidth requested to support live streaming needs.</p>	<ul style="list-style-type: none"> • Can provide the wired connection bandwidth requested: 20 points • Cannot provide the wired connection bandwidth requested: 0 points 		/20
<p>R8 Hospitality – Local and seasonal</p> <p>The bidder must indicate the provenance of the main ingredients such as proteins, vegetables and fruits as well as any other ingredients, minimum of 1 main ingredient in each Food & Beverage service.</p> <p>The bidder must demonstrate that a minimum of 1 main ingredient in each Food & Beverage service it is</p>	<ul style="list-style-type: none"> • Signed = 20 points • Not signed = 0 points 		/20



Closing Date	15/10/2019
Time	14:00 pm
REFERENCE NO.:	7410144
WCEF_Venue	

Point Rated Technical Criteria	Point Allocation	Substantiation / Cross Reference to proposal	Score
going to be local and seasonal Signature: _____ Print Name: Title:			
R9 Hospitality – Compostable The bidder must send a statement to demonstrate that they will provide compost bins (location to be discussed)	<ul style="list-style-type: none"> • Can provide compost bins =20 points • Cannot provide compost bins = 0 points 		/20
R10 Hospitality –Waste management The bidder must demonstrate that they are able to weigh the waste.	<ul style="list-style-type: none"> • Can provide waste management = 10 points • Cannot provide waste management = 0 points 		/10
R11 Hospitality – Single-use plastic The bidder must demonstrate how they will not use single-use plastic (i.e. coffee stir-stick, individually packed honey, plastic bottles, plastic cups).	<ul style="list-style-type: none"> • Can provide alternate to single-use plastic = 10 points • Cannot reduce single-use plastic = 0 points 		/10
R12 Hospitality – Donation The bidder must provide a donation plan for excess food.	<ul style="list-style-type: none"> • Can provide a donation plan = 20 points • Cannot provide a donation plan = 0 points 		/20
Total points Awarded			/280

N.B. The prorate formula to be used will be 70/30. Technical/rated section will count for 70% of the scoring. The financial part will count for 30%.

No minimum score.



Other points of interest: (not part of the evaluation)

1. Onsite security

1.1 Will the bidder allow in its premises an external security supplier such as, but not limited to private security to support the event and control access? yes no

2. AV supplier

2.1 Does the bidder have an exclusive agreement with an audiovisual service provider? yes no

2.2 Does the bidder have a preferred but not exclusive audiovisual service provider yes no

2.2.1 If yes, would there be any applicable fees should an external supplier be on site? yes no

5.2.3 Financial Evaluation

(a) The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded FOB destination, Canadian customs duties and excise taxes included.

(b) Bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada will be as per rate in effect on the bid solicitation closing date.

(c) The total proposed price is to be exclusive of the Goods and Services (GST) and/or the Harmonized Sales Tax (HST). Such amounts will be added as applicable upon award of the contract.

(d) Pricing Schedule - Bidder must submit pricing in accordance with the following.

(e) Canada reserves the right to reject any offer deemed to be not fair and reasonable.

(f) In consideration of the Contractor satisfactorily completing **all** of its obligations under the Contract, the Contractor will be paid a firm lot price of \$ _____.

5.2.4 Basis of Selection

5.2.4.1 Offers will be evaluated on the basis of the Highest Combined Rating of Technical Merit **70 %** and Price **30 % using the following formula:**

$$\frac{\text{Offeror's Technical Score}}{\text{Highest Technical score}} \times \text{ratio} + \frac{\text{Lowest price offer}}{\text{Offeror's price}} \times \text{ratio} = \text{Highest combined rating}$$



Closing Date	15/10/2019
Time	14:00 pm
REFERENCE NO.:	7410144
WCEF_Venue	

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

	BIDDER 1	BIDDER 2	BIDDER 3
Technical Evaluation	10	20	30
Price	\$25,000	\$20,000	\$15,000

POINT DETERMINATION	BIDDER 1	BIDDER 2	BIDDER 3
Technical Points	10/30 x 70 = 23.33	20/30 x 70 = 46.67	30/30 x 70 = 70.00
Price Points	\$15,000/\$25,000 x 30 = 18	\$15,000/\$20,000 x 30 = 22.5	\$15,000/\$15,000 x 30 = 30
Total Score	41.33	69.17	100.00

Note 1: In this example the successful bidder would be No. 3 which has scored the highest combined technical merit and price



PART 2 - RESULTING CONTRACT CLAUSES

2.1 Security Requirements

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

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

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

2.2 Statement of Work

As detailed in the **Annex A**.

2.3 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-andguidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.3.1 General Conditions

General Conditions 2010C ([2018-06-21](#)); Services (medium complexity) apply to and form part of the Contract.

2.4 Term of Contract

2.4.1 Period of the Contract

The period of the Contract is from contract award to October 2nd, 2020 inclusive.

2.5 Authorities

2.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Audrey Paquin

Title: Procurement and Contracting Specialist

Organization: Summits Office , Global Affairs Canada

Telephone: 343-203-0846

E-mail address: Audrey.Paquin@international.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.



2.5.2 Project Authority

The Project Authority for the Contract is *(To be insert at contract award)*

Name: _____

Title: _____

Organization: _____

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.

2.6 Payment

2.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price in accordance to the Basis of payment in Annex B. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2.6.2 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.

2.6.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada

2.6.4. Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);

2.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:



- (a) The original and one (1) copy must be forwarded to the email shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

2.8 Certifications

2.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

2.9 Applicable Laws

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

2.10 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) General Conditions 2010C (2018-06-21); Services (medium complexity);
- (c) ANNEX A Statement of Work;
- (d) ANNEX B Basis of Payment;
- (e) ANNEX C Confidentiality Clause
- (f) ANNEX D Contractor's bid dated _____ (*insert date of bid*)

2.11 Hospitality

All hospitality must have the prior written authorization of the Project Authority. It is the Contractor's and the Project Authority's combined responsibility to ensure that Hospitality is secured and provided in accordance with the requirements outlined in the Treasury Board Directive on the Management of Expenditures on Travel, hospitality and Conferences and the National Joint Council Travel Directive. It is the Project Authority's responsibility to adhere to all applicable internal approval procedures as they pertain to Hospitality.

The Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences is available at: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=19855§ion=text>.

The National Joint Council Travel Directive is available at: <http://www.njc-cnm.gc.ca/directive/travelvoyage/index-eng.php>.



ANNEX A - STATEMENT OF WORK

1.0 Title

Rental of a venue for the 2020 World Circular Economy Forum to be held in September 2020 in Toronto, Ontario.

2.0 Background

In 2020, Canada is host to the World Circular Economy Forum (WCEF). The WCEF is an initiative of Finland and the Finnish Innovation Fund Sitra that brings together business leaders, policymakers and experts to present the world's best circular economy solutions. The WCEF accelerates the global transition towards a circular economy in order to achieve the UN Sustainable Development Goals. The first WCEF was organized in Helsinki in 2017.

Global Affairs Canada (GAC) is responsible for coordinating all logistical aspects of the overall planning, program and logistics operation. It is expected that the number of participants will be near 2000.

3.0 Objective

GAC is required to rent a venue for delegates and staff in September-October 2020, as outlined below and detailed in Section 4.0. In order to fulfill requirement of the forum event reference above, GAC will be renting a facility centrally located in Toronto, ON.

4.0 Scope of Work

1. The Contractor must provide function rooms (4.2.1), hospitality (4.2.2) and IT (4.2.3) listed below;
2. The Contractor will discuss with GAC's representative to define the final requirements;
3. Requirements are subject to change on short notice;
4. The Contractor must be prepared to work in close and frequent contact with GAC's representative;

4.1 Venue Criteria Requirements

1. Be centrally located in Toronto as specified in section (Mandatory criteria M3; Rated criteria R1) ;
2. Be at least a 4-star or equivalent facility ;
3. Can accommodate the function room requirements outlined in 4.2.1, 4.2.2 and 4.2.3;
4. Preferred event date options based on venue availability.

	Set-up day 1	Set-up day 2	Event	Event	Event
Preferred Option	September 26	September 27	September 28	September 29	September 30
Option 2	September 28	September 29	September 30	October 1	October 2

N.B. Global Affairs Canada will advise all bidders or the Contractor of the event dates as soon as possible.



4.2 Tasks, Activities, Deliverables and Milestones

4.2.1 Function Rooms

Room	Set Up	Dates & Times Required
SMO Secretariat	50 pax Boardroom for 20 people Work stations along perimeter (6' tables) 2 x Rounds of 10 if space can accommodate 2 x 6' Tables for printer/service 1 x Water station 3 x 6' Table for hospitality	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59 Event Day: Day 5 00:01-23:59
Operations Centre	Boardroom for 20 people 1 x Water station 2 x 6' Table for hospitality Space for 2 x 42" Monitors 1 x 6' table for printer	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59 Event Day: Day 5 00:01-23:59
Liaison Officer (LO) Office	Boardroom for 10 people 1 x Water station 2 x 6' Table for hospitality 1 x 6' table for printer	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59 Event Day: Day 5 00:01-23:59
Environment and Climate Change Canada Communications Office	Boardroom for 10 people 1 x Water station 2 x 6' Table for hospitality 1 x 6' table for MFD / shredder	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59 Event Day: Day 5 00:01-23:59
Registration and Information booth	10 pax Set up half work space (work stations), half badge pickup area 1 x Water station 2x 6' tables for information booth	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Canadian Delegation (CanDel) Office	30 pax Boardroom for 20 people Work stations along perimeter (6' tables) 2 x 6' Tables for printer/service 1 x Water station 2 x 6' Table for hospitality	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59 Event Day: Day 5 00:01-23:59
Speaker's Green Room	30 pax 1 x Water station 1x 6' table for printer Work stations along perimeter 2 x Rounds of 10 if space can accommodate 2 x 6' Table for hospitality	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Ministerial Office	8 pax Half office (Boardroom for 8 people)/Half Bilateral Space (12' x 15' space)	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59



Room	Set Up	Dates & Times Required
	1 x Water Station 1 x 6' Table for hospitality	Event Day: Day 4 00:01-23:59
Canadian Minister's Office	8 pax Half office (Boardroom for 8 people)/Half Bilateral Space (12' x 15' space) 1 x Water Station 1 x 6' Table for hospitality	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Ministers Lounge	Soft seating 4 x bistro tables 1 x Water Station 1 x 6' Table for hospitality	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Public Services Procurement Canada (PSPC) Ceremonial	1 x Water Station 2 x 6' Tables with 3-4 chairs	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Security Room	20 pax Rounds for 20 people 1 x Water Station	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Plenary	2,000 pax Theatre Style for 2,000 people with Stage (Armchair Discussion), Ramp, Screens & Backstage Area Space for Interpretation booths Tech booth 3 x Water station plenary room 1 x Water station backstage Media risers Camera risers / space to film and live stream sessions	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Parallel Room 1	300-400 pax Set up TBC Space for Interpretation booths (TBC) 1 x Water station Elevated stage area Tech table Riser for media and camera to film and live stream sessions (TBC)	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59 Event Day: Day 5 00:01-23:59
Parallel Room 2	300-400 pax Set up TBC Space for Interpretation booths (TBC) 1 x Water station Elevated stage area Tech table Riser for media and camera to film and live stream sessions (TBC)	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Parallel Room 3	300-400 pax Set up TBC Space for Interpretation booths (TBC)	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59



Closing Date	15/10/2019
Time	14:00 pm
REFERENCE NO.:	7410144
WCEF_Venue	

Room	Set Up	Dates & Times Required
	1 x Water station Elevated stage area Tech table Riser for media and camera to film and live stream sessions (TBC)	
Parallel Room 4	300-400 pax Set up TBC Space for Interpretation booths (TBC) 1 x Water station Elevated stage area Tech table Riser for media and camera to film and live stream sessions (TBC)	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Side Session Room 1	50-75 pax Set up TBC Space for Interpretation booths (TBC) 1 x Water station Stage area	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59 Event Day: Day 5 00:01-23:59
Side Session Room 2	50-75 pax Set up TBC Space for Interpretation booths (TBC) 1 x Water station Stage area	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59 Event Day: Day 5 00:01-23:59
Side Session Room 3	50-75 pax Set up TBC Space for Interpretation booths (TBC) 1 x Water station Stage area	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Side Session Room 4	50-75 pax Set up TBC Space for Interpretation booths (TBC) 1 x Water station Stage area	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Networking/Rest area	250 pax Public lounge space Setup TBC	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Media Room	50 pax Classroom style for 50 people Table for printer 1 x Water station 2 x 6' tables for hospitality 4 x 6' tables for documents, comms staff, etc. Space for 2 x 60" monitors/screens Tech table	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59



Room	Set Up	Dates & Times Required
Press Briefing Area	50 pax Theatre style seating Stage and Podium Space for Interpretation booths 1 x table for headsets 2 x media riser (4' x 8') 1 x technical booth / table 1 x water station	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Interview Room	12' x 12' space 1 x table 1 x water station	Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Expo Area Lunch, Refreshment and Reception Space	2,000 pax Space to accommodate 15 x (8'x8' area) and 5 x (10'x10' area) stands Space to accommodate seating for 3 groups of 10 chairs 7 x Water station 20 x buffet stations 150 x cruiser tables Small stage	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Brunch space	150 pax 15 x tables of 10 peoples 2 x double sided buffet stations	Event Day: Day 3 00:01-23:59
Meeting Room 1	20 pax Boardroom/Bilateral style 1x water station 1 x 6' Table for hospitality	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Meeting Room 2	20 pax Boardroom/Bilateral style 1x water station 1 x 6' Table for hospitality	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Meeting Room 3	20 pax Boardroom/Bilateral style 1x water station 1 x 6' Table for hospitality	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Meeting Room 4	20 pax Boardroom/Bilateral style 1x water station 1 x 6' Table for hospitality	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59
Meeting Room 5	20 pax Boardroom/Bilateral style 1x water station 1 x 6' Table for hospitality	Set up: Day 1 08:00-23:59 Set up: Day 2 00:01-23:59 Event Day: Day 3 00:01-23:59 Event Day: Day 4 00:01-23:59

1. All function rooms must be held on a 24-hour basis



2. Function room set-up, dismantling & loading dock fees must be included in function room rate
3. Function rooms must include tables, chairs, linen & water stations
4. The venue must provide GAC's representative with keys to all function rooms for the duration of the conference
5. The venue will provide an event organizer to liaise with the Project Authority
6. The venue will provide a comprehensive greening plan

4.2.2 Hospitality

Section 1:

DATE	PARTICIPANTS	TIME	REQUIREMENTS
Day 3	2000	09:00 -18:00	Coffee & Tea Station
	2000	08:00-18:00	Water Station (water cooler or pitchers)
	50	10:30 – 11:00	AM Health Break Menu to include: fresh baked goods, local sliced fruits, coffee and tea.
	150	10:00 – 11:00	Brunch Menu to include: Eggs, 1 protein, vegetables, fresh baked goods, yogurt, sliced fruits, coffee and tea
	2000	13:30-14:30	PM Health Break #1 Menu to include: Vegetables and/or sliced local fruits, cheese or homemade chips or baked goods, coffee and tea
	2000	15:30-16:00	PM Health Break #2 Menu to include: Vegetables and/or sliced local fruits, cheese or homemade chips or baked goods, coffee and tea
	2000	17:00 – 19:00	Dinner reception Dinner reception: 2 food stations, 2 action stations, 6 passed canapés and 2 consumptions per person (wine, beer and non alcoholic drink)
Day 4	2000	08:00-15:00	Coffee & Tea Station
	2000	08:00-15:00	Water Station (water cooler or pitchers)
	2000	10:30 – 11:00	AM Health Break Menu to include: fresh baked goods, local sliced fruits, coffee and tea.
	2000	12:00 – 13:00	Lunch Cold and Hot Buffet: 3 options of salad and soup, 3 sandwich and hot dish and dessert options, coffee and tea.



Closing Date	15/10/2019
Time	14:00 pm
REFERENCE NO.:	7410144
WCEF_Venue	

	2000	14:30-15:00	<p align="center">PM Health Break</p> <p>Menu to include: Vegetables and/or sliced local fruits, cheese or homemade chips or baked goods, coffee and tea</p>
--	------	-------------	--

The Government of Canada will pay The Government of Canada will pay all Food and Beverage requirements listed above (**Section 1**).

Venue must be able to provide Food and Beverage that does not exceed the values as outlined below:

- Refreshment breaks: \$10.25 per person including all taxes and gratuities.
- Lunch: \$40.20 per person including all taxes and gratuities.
- Dinner Reception: \$88.64 per person including all taxes and gratuities

***N.B.** Food and beverage requirements listed above are anticipatory, but could change based on confirmation of final number of event participants. The Government of Canada retains the right to amend these requirements throughout the planning process of this event.*

Section 2:

DATE	PARTICIPANTS	TIME	REQUIREMENTS
Day 3	120	07:00-18:00	Water Station (water cooler or pitchers)
	120	07:00-09:00	AM Health Break Menu to include: Fresh baked goods, fruits, coffee and tea.
	120	11:00-13:00	Lunch Cold Buffet: 1 salad and soup, 2 sandwiches and dessert options, coffee and tea. OR Hot Buffet: 1 salad and soup, 2 hot dishes and dessert options, coffee and tea.
	120	14:00-16:00	PM Health Break Menu to include: Vegetables and/or fruits, homemade chips or baked goods, coffee and tea
	10	19:00 – 21:00	Dinner Buffet: 3 salads and soup, 3 hot options and desserts, coffee and tea
Day 4	120	07:00-16:00	Water Station (water cooler or pitchers)
	120	07:00-09:00	AM Health Break Menu to include: Fresh baked goods, fruits, coffee and tea.
	120	11:00-13:00	Lunch Cold Buffet: 1 salad and soup, 2 sandwiches and dessert options, coffee and tea. OR Hot Buffet: 1 salad and soup, 2 hot dishes and dessert options, coffee and tea.



Closing Date	15/10/2019
Time	14:00 pm
REFERENCE NO.:	7410144
WCEF_Venue	

	120	14:00-16:00	<p align="center">PM Health Break</p> <p>Menu to include: Vegetables and/or fruits, homemade chips or baked goods, coffee and tea</p>
--	-----	-------------	---

The Government of Canada will pay all Food and Beverage requirements listed above (**Section 2**). Venue must be able to provide Food and Beverage that does not exceed the values as outlined below:

- Refreshment breaks: \$10.25 per person including all taxes and gratuities.
- Lunch: \$20.10 per person including all taxes and gratuities.
- Dinner: \$50.65 per person including all taxes and gratuities.

N.B. Food and beverage requirements listed above are anticipatory, but could change based on confirmation of final number of event participants. The Government of Canada retains the right to amend these requirements throughout the planning process of this event.

4.2.2.1 Other details

1. Venue must provide sample menu options for each item listed above showing base price, taxes and gratuities. Options are listed for information purposes only and will be determined should a contract be awarded.
2. Menu options must fall within Treasury Board Guidelines on Hospitality (Service Charges and Harmonized Sales Tax included, as appropriate).
3. With the aim of being inclusive, all menus need to include a minimum of one vegetarian, vegan and one gluten-free option. No-pork or no-nuts can be served or included in the preparation of the food.
4. With the aim of being environmentally conscious and promoting local products, local, seasonal and homemade items are to be use and identified whenever possible.
5. With the aim of being inclusive, the venue will provide or subcontract Kosher and Halal food options if so required. Number of participants will be confirmed one week prior to the event.
6. Furniture, linens, porcelain/ceramic china, glassware, flatware, transportation, and service staff labour are to be included in the quote, but separate from the F&B prices.
7. The venue will be responsible for delivery, set-up, teardown and pick-up.
8. When possible, provide organic and/or fair-trade products
9. The event must be environmentally responsible, and limit or eliminate the use of plastic, in particular full elimination of single-use plastics, unless compostable through the venue’s composting program.
10. The venue must provide a composting program.
11. Labelling and menus to be printed and provided by the contractor in both French and English.
12. Food should be prepared and served in such a way that would allow the unused food to be donated to a charitable organization.
13. All materials used should be branding-free. No branding of the contractor or the event can be visible on any of the packaging, rentals, dishes, glasses, napkins, etc.

4.2.3 IT

- The contractor shall provide wifi networks to the specifications in the table below and available in all rented function spaces. If the contractor is unable to provide the number of custom networks requested, alternatives should be provided for review by the Crown



Closing Date	15/10/2019
Time	14:00 pm
REFERENCE NO.:	7410144
WCEF_Venue	

- If the contractor is unable to provide the preferred IP Range, they must liaise with the Crown to find a suitable alternative
- The contractor will ensure that the network connections are operational and tested before the Crown takes possession of the venue
- The contractor will provide support during regular business hours for network infrastructure, and provide at a minimum on-call support for after hour issues
- The contractor will provide 1 network drop within the SMO Secretariat/Candel office on the SMO network for printing purposes
- The speed minimums below are a guideline, and if there are challenges meeting them, the contractor shall provide options to the Crown to ensure an adequate level of service
- The contractor will plan for a factor of 2.5 connections per user identified in the table below

Wifi

<u>Network Name</u>	<u>Password</u>	<u>Speed Minimum</u>	<u>IP Range</u>	<u>Number of Users</u>
SMO	#smo2020	50 mbps	172.16.0.1-172.16.3.255	125
Candel	*candel2020	50 mbps	any	50
Delegates	!delegates2020	400 mbps	any	2000
Media	?media2020	50 mbps	any	50

Infrastructure

Room	Requirement
Plenary Room	Hard-wired internet connection for live streaming <input type="checkbox"/> 75 mbps Hard-wired internet connection on its on VLAN for a presentation management system
Parallel Room 1	Hard-wired internet connection for live streaming <input type="checkbox"/> 75 mbps Hard-wired internet connection on its on VLAN for a presentation management system
Parallel Room 2	Hard-wired internet connection for live streaming <input type="checkbox"/> 75 mbps Hard-wired internet connection on its on VLAN for a presentation management system
Parallel Room 3	Hard-wired internet connection for live streaming <input type="checkbox"/> 75 mbps Hard-wired internet connection on its on VLAN for a presentation management system
Parallel Room 4	Hard-wired internet connection for live streaming <input type="checkbox"/> 75 mbps Hard-wired internet connection on its on VLAN for a presentation management system
Side Session Room 1	Hard-wired internet connection



Closing Date	15/10/2019
Time	14:00 pm
REFERENCE NO.:	7410144
WCEF_Venue	

	Hard-wired internet connection on its on VLAN for a presentation management system
Side Session Room 2	Hard-wired internet connection Hard-wired internet connection on its on VLAN for a presentation management system
Side Session Room 3	Hard-wired internet connection Hard-wired internet connection on its on VLAN for a presentation management system
Side Session Room 4	Hard-wired internet connection Hard-wired internet connection on its on VLAN for a presentation management system
Expo Area	Hard-wired internet connection
Press Briefing Area	Hard-wired internet connection for live streaming <input type="checkbox"/> 50 mbps
Media Room	Hard-wired internet connection
Comms Office	Hard-wired internet connection
Meeting Room 1	Hard-wired internet connection
Meeting Room 2	Hard-wired internet connection
Meeting Room 3	Hard-wired internet connection
Meeting Room 4	Hard-wired internet connection
Meeting Room 5	Hard-wired internet connection
Speaker's Green Room	Hard-wired internet connection
Secretariat Office	Hard-wired internet connection <input type="checkbox"/> Must be on SMO VLAN
Liaison Officer Office	Hard-wired internet connection <input type="checkbox"/> Must be on SMO VLAN

5.0 Method and Source of Acceptance

All deliverables and services rendered under the contract are subject to inspection by the Project Authority. Should any deliverables not be to the satisfaction of the Project Authority, as submitted, the Project Authority will have the right to reject it or require correction before payment will be authorized.

6.0 Reporting Requirements

The Contractor will provide GAC with a Banquet Event Order (BEO) to specify and confirm the specific details and terms and conditions for each event including pricing, room set-up, and décor.



Closing Date 15/10/2019

Time 14:00 pm

REFERENCE NO.: 7410144

WCEF_Venue

7.0 Project Management Control Procedures

The GAC representative will provide a final program to the Contractor prior to the start of the event.

GAC and the Contractor will take reasonable steps to keep all confidential information provided by the other party confidential and to identify information as confidential when shared.

This Agreement between Global Affairs Canada and the selected venue is effective as of the date of contract signature by the Contracting Authority.



ANNEX B – BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price in accordance to the Basis of payment in Annex B.

FUNCTION SPACE - Master Account			
Function space	Rate	#Days	Total
SMO Secretariat	\$	5	\$
Operations Centre	\$	5	\$
Liaison Officer (LO) Office	\$	5	\$
Environment and climate Change Canada Communications Office	\$	5	\$
Registration and Information booth	\$	4	\$
Canadian Delegation (CanDel) Office	\$	5	\$
Speaker's Green Room	\$	4	\$
Ministerial Office	\$	4	\$
Canadian Minister's Office	\$	4	\$
Ministers Lounge	\$	4	\$
Public Services Procurement Canada PSPC Ceremonial	\$	4	\$
Security Room	\$	4	\$
Plenary	\$	4	\$
Parallel Room 1	\$	5	\$
Parallel Room 2	\$	4	\$
Parallel Room 3	\$	4	\$
Parallel Room 4	\$	4	\$
Side Session Room 1	\$	5	\$
Side Session Room 2	\$	5	\$
Side Session Room 3	\$	4	\$
Side Session Room 4	\$	4	\$
Networking/Rest Area	\$	4	\$
Media Room	\$	4	\$
Press Briefing Area	\$	4	\$
Interview Room	\$	3	\$
Expo Area, lunch, Refreshment and Reception Space	\$	4	\$
Brunch space	\$	1	\$
Meeting room 1	\$	4	\$
Meeting room 2	\$	4	\$
Meeting room 3	\$	4	\$
Meeting room 4	\$	4	\$
Meeting room 5	\$	4	\$
		Subtotal	\$
		Taxes (13%)	\$
		Total on Master Account	\$



HOSPITALITY				
Section 1				
Date	Requirement	Participants	Unit price	Total
Day 3	Coffee & Tea Station	2000	\$	\$
	Water Station	2000	\$	\$
	AM Health Break	50	\$	\$
	Brunch	150	\$	\$
	PM Health Break #1	2000	\$	\$
	PM Health Break #2	2000	\$	\$
	Dinner reception	2000	\$	\$
Day 4	Coffee & Tea Station	2000	\$	\$
	Water Station	2000	\$	\$
	AM Health Break	2000	\$	\$
	Lunch (Cold and hot Buffet)	2000	\$	\$
	PM Health Break	2000	\$	\$
Subtotal				\$
Gratuities				\$
Taxes (13%)				\$
Total on Master Account				\$

HOSPITALITY				
Section 2				
Date	Requirement	Participants	Unit price	Total
Day 3	Water Station	120	\$	\$
	AM Health Break	120	\$	\$
	Lunch (Cold Buffet OR Hot Buffet)	120	\$	\$
	PM Health Break	120	\$	\$
	Dinner	10	\$	\$
Day 4	Water Station	120	\$	\$
	AM Health Break	120	\$	\$
	Lunch (Cold Buffet OR Hot Buffet)	120	\$	\$
	PM Health Break	120	\$	\$
Subtotal				\$
Gratuities				\$
Taxes (13%)				\$
Total on Master Account				\$

IT		
Room	Requirement	Total
Plenary Room	Hard-wired internet connection for live streaming <input type="checkbox"/> 75 mbps	\$
	Hard-wired internet connection on its on VLAN for a presentation management system	
Parallel Room 1	Hard-wired internet connection for live streaming <input type="checkbox"/> 75 mbps	\$
	Hard-wired internet connection on its on VLAN for a presentation management system	



Closing Date	15/10/2019
Time	14:00 pm
REFERENCE NO.:	7410144
WCEF_Venue	

Parallel Room 2	Hard-wired internet connection for live streaming <input type="checkbox"/> 75 mbps Hard-wired internet connection on its on VLAN for a presentation management system	\$
Parallel Room 3	Hard-wired internet connection for live streaming <input type="checkbox"/> 75 mbps Hard-wired internet connection on its on VLAN for a presentation management system	\$
Parallel Room 4	Hard-wired internet connection for live streaming <input type="checkbox"/> 75 mbps Hard-wired internet connection on its on VLAN for a presentation management system	\$
Side Session Room 1	Hard-wired internet connection Hard-wired internet connection on its on VLAN for a presentation management system	\$
Side Session Room 2	Hard-wired internet connection Hard-wired internet connection on its on VLAN for a presentation management system	\$
Side Session Room 3	Hard-wired internet connection Hard-wired internet connection on its on VLAN for a presentation management system	\$
Side Session Room 4	Hard-wired internet connection Hard-wired internet connection on its on VLAN for a presentation management system	\$
Expo Area	Hard-wired internet connection	\$
Press Briefing Area	Hard-wired internet connection for live streaming <input type="checkbox"/> 50 mbps	\$
Media Room	Hard-wired internet connection	\$
Comms Office	Hard-wired internet connection	\$
Meeting Room 1	Hard-wired internet connection	\$
Meeting Room 2	Hard-wired internet connection	\$
Meeting Room 3	Hard-wired internet connection	\$
Meeting Room 4	Hard-wired internet connection	\$
Speaker's Prep Room	Hard-wired internet connection	\$
Secretariat Office	Hard-wired internet connection <input type="checkbox"/> Must be on SMO VLAN	\$
Liaison Officer Office	Hard-wired internet connection <input type="checkbox"/> Must be on SMO VLAN	\$
Subtotal		\$
Taxes (13%)		\$
Total on Master Account		\$

FUNCTION SPACE	\$
HOSPITALITY (section 1 + Section 2)	\$
IT	\$
Grand total to be charge on the MASTER ACCOUNT (taxes included)	\$



Closing Date 15/10/2019

Time 14:00 pm

REFERENCE NO.: 7410144

WCEF_Venue

ANNEX C – CONFIDENTIALITY CLAUSE

Taking into account, on the one hand, the specificities of the Employer's activity which require protection and, on the other hand, its functions, the supplier (and its employees) undertakes the following confidentiality commitment vis-à- Vis the Employer:

Nature of commitment

The Provider (and its employees) shall observe the strictest discretion on all information relating to the Employer's activities to which he or she will have access, either directly or indirectly, in the performance of his duties or because of his presence in the workforce.

Duration of commitment

Discretion will last from the beginning of the contract until **October 2nd, 2020**.

SIGNATURE

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Signature

Date



Closing Date 15/10/2019

Time 14:00 pm

REFERENCE NO.: 7410144

WCEF_Venue

ANNEX D – QUOTE
(to be insert at contract award)