

**CALL FOR TENDER
INTERNATIONAL FREIGHT SERVICES
2019-2022**

ABOUT THE CORPORATION

**Telefilm Canada
Developing and promoting the Canadian audiovisual industry**

Telefilm Canada is a Crown corporation reporting to Parliament through the Minister of Canadian Heritage. Headquartered in Montréal, Telefilm provides services to the Canadian audiovisual industry by means of four regional offices located in Vancouver, Toronto, Montréal and Halifax.

The Corporation acts as one of the Canadian government's principal instruments for providing strategic leverage to the private sector, supplying the film, television and digital media industries with financial and strategic support. Telefilm's role is to foster the production of films, television programs and cultural products that reflect Canadian society, with its linguistic duality and cultural diversity, and to encourage their dissemination at home and abroad.

The Corporation's initiatives aim to ensure the widest possible domestic and international audience for Canadian works through support for distribution, export, marketing and industry promotion at Canadian and foreign festivals, markets and other events.

EVENT MANAGEMENT

The Event Management department helps promote Canadian audiovisual products abroad, chiefly through its program of national and international initiatives. The Corporation's presence at international festivals and markets provides an opportunity to promote Canadian productions in cooperation with private enterprise. The Corporation operates a group stand at a few of the markets deemed most useful for the industry: *South by South West (SXSW)* (held in Austin, Texas, USA), *MIPTV*, *MIPCOM* and *Marché du film* (held in Cannes, France), *MIFA* (held in Annecy, France), *Sunny Side of the Doc* (held in La Rochelle, France) and *European Film Market (EFM)* (held in Berlin, Germany).

The estimated value of the services is between \$15,000 and \$20,000.

In addition to supporting the marketing and sale of Canadian content, a strong presence at these markets favours access to financing for production and coproduction projects.

MANDATE

Telefilm Canada is seeking a Canadian service provider for the next three years to handle the international consolidated shipping of Telefilm and Telefilm-client goods (outbound from Montréal and returning to various Canadian cities) for the following events:

- MIPCOM (Cannes, France): October 14-17, 2019 – www.mipcom.com
- EFM (Berlin, Germany): February 20 – March 1, 2020– www.efm-berlinale.de
- SXSW : March 16 - 22, 2020 - <https://www.sxsw.com/>
- MIPTV (Cannes, France): March 30 – April 2, 2020 – www.miptv.com

- Marché du film (Cannes, France): May 12-23, 2020 – www.marchedufilm.com
- MIFA (Annecy, France): June 15-20, 2020 – www.annecy.org/mifa/
- Sunny Side of the Doc (La Rochelle, France): June, 2020 – www.sunnysideofthedoc.com

The dates for 2021 and 2022 are to be confirmed.

The chosen service provider will also be designated to handle international shipments for other activities during the year (e.g., ship film prints to international festivals).

Consolidated shipping for the seven events listed above must include:

Outbound:

- Collection at Telefilm Canada office with tailgate truck
- Receipt, consolidation and storage of Telefilm client parcels (from across Canada)
- Handling (weighing and labelling by supplier)
- B13 export form
- Terminal fees
- Fuel surcharge*
- NavCan fee*
- War risk surcharge*
- Air freight
- Insurance
- Single invoice detailed by client with number of parcels and total weight

Return:

- Terminal fees
- Documentation
- NavCan fee*
- Customs clearance
- Dock fee
- Delivery to Telefilm Canada office with tailgate truck
- Delivery to warehouse
- Storage, labelling, sorting and weighing of client parcels
- Delivery across Canada (different cost for each province/city)
- Insurance
- Single invoice detailed by client with handling cost, number of parcels, total weight and delivery cost in Canada, based on destination city

and any other cost deemed indispensable to international shipping after discussion with the Telefilm Canada team.

**Telefilm Canada acknowledges that the service provider does not control these costs; however, the provider must notify the Corporation of any rate change prior to issuing the invoice.*

Telefilm Canada reserves the right to designate a service provider to handle customs clearance and delivery to destination in Europe and return shipment to Montréal.

N.B. Telefilm uses a European customs broker that handles documents in Europe and delivery between Paris or Berlin and the event locations.

Proposed bids must be based on the case studies appearing in Appendix B for a consolidated shipment to and from Paris, France.

PROFILE OF DESIRED COMPANY

Telefilm Canada will favour companies that meet the following requirements:

- Be Canadian-owned and -controlled, as defined in the *Investment Canada Act*
- Operate as a private company in Canada
- Have more than 10 years of pertinent experience in the area of national and international freight forwarding and handling
- Have experience with cultural organizations, ideally in providing services related to the events concerned by this call for tender
- Have the capacity to handle multiple simultaneous requests by Telefilm Canada and to work with multiple representatives at the same time
- Supply a list of at least three active clients that can be contacted for reference as needed (ideally clients for the same type of service)
- Be the sole provider designated to carry out and coordinate the mandate, without recourse to subcontractors (except for foreign customs clearance, as needed)
- Submission of the detailed estimate as follows:
 - price per package/per weight/per volumetric weight
 - price of related services; clearance

APPENDIX A – INSTRUCTIONS TO BIDDERS

CONFIDENTIALITY

The content of this call for tender and any support material are the property of Telefilm Canada and must be treated confidentially. Bidders agree not to divulge this information, in whole or in part, without the prior written authorization of Telefilm Canada.

Bidders acknowledge that Telefilm Canada is a government agency subject to the *Access to Information Act* and the *Privacy Act*.

REQUESTS FOR ADDITIONAL INFORMATION

All requests for additional information and all official bids must be addressed by email to:

Sharon Aliphon
Coordinator – Administrative Monitoring
and Control
Event Management

Telefilm Canada
360 Saint-Jacques, Suite 600
Montréal, QC
H2Y 1P5

Tel.: 438-469-1117
Fax: 514-283-8212

Email: Sharon.aliphon@telefilm.ca

SUBMISSION AND PRESENTATION

Bidders may submit **one bid only**, developed according to the requirements hereof. **Bids must be received at Telefilm Canada by email no later than 5:00 p.m. on Tuesday, September 17, 2019.**

By submitting a proposal, the bidder acknowledges having read the tender document and agrees to be bound by the clauses, responsibilities and conditions set out therein.

CALENDAR

Assuming normal conditions, Telefilm Canada intends to follow the calendar defined below. All bidders will be notified of any change to these dates.

ACTIVITY	DATE
Issuance of call for tender	Friday, September 6, 2019
Intent to respond notification	Wednesday, September 11, 2019, 5 p.m.*
Receipt of bids	Tuesday, September 17, 2019, 5 p.m.*
Announcement of chosen provider	Wednesday, September 25, 2019
Signature of three-year contract	September 2019
Start of mandate	September 2019

*Eastern Daylight Time

INTENT TO RESPOND NOTIFICATION

All suppliers wishing to reply to this call for tenders must indicate their intent to respond to Telefilm Canada, to the attention of Sharon Aliphon, by electronic mail no later than **Wednesday, September 11, 2019, before 5:00 p.m.**, Eastern Daylight Time. The intent to respond notification must provide the following information:

- intent to respond (yes or no)
- company name
- name of resource person or individual responsible
- telephone number
- email address of resource person

Only those suppliers who have indicated their intent to submit a tender to the Corporation will be eligible to bid. Each supplier must designate a resource person that will be solely responsible for all communications during the entire tendering process. All communications made by the Corporation will be sent to this individual. Note that this call for tenders is available in both official languages.

CHANGES TO CALL FOR TENDER

Telefilm Canada reserves the right to amend the call for tender, as needed, to clarify or correct one or several sections. Such changes may include clarification made further to requests for information from service providers involved in the bidding process.

All bidders will be notified of any change or update made to the requirements. In such case, a notice of amendment will be added to and become an integral part of the tender document.

WITHDRAWAL OF BIDS

Bidders may withdraw an offer in person, by email or by registered mail at any time before the hour and date specified for receipt of bids without prejudice to their right to submit a new bid before the deadline.

OWNERSHIP OF BIDS

The submitted bids and related documents become the exclusive property of Telefilm Canada and will not be returned to the bidders.

AWARD OF CONTRACT

The chosen service provider will have satisfied all tender clauses and requirements. Telefilm Canada will consider the bidders' expertise, experience, human and material resources, and skills and abilities to do the job, as well as the best value for money. Telefilm Canada reserves the right not to accept the lowest bid. The chosen service provider will be asked to sign a one- (1) year contract automatically renewable annually to a maximum of three (3) years, subject to positive evaluation by Telefilm and fulfillment of the mandate by the chosen bidder; all terms and conditions of the contractual agreement signed by the parties must be met to Telefilm complete satisfaction.

COMMITMENT BY SERVICE PROVIDER

Service providers must be prepared to include in the final contract all commitments set out in their bid. Bids must be valid for a period of sixty (60) days beginning September 17, 2019.

Bidders agree to provide a detailed description of the unit and overall cost for each service included in their proposal.

FINANCIAL CONDITIONS

The financial conditions proposed in the bids must be in Canadian dollars and include all applicable federal and provincial taxes.

RESPONSIBILITY AND COSTS INCURRED BY BIDDERS

All direct and indirect costs incurred and/or paid by bidders in connection with this call for tender (fees, expenses, etc.) shall be borne solely and entirely by the bidder.

RESERVED RIGHTS

Telefilm Canada reserves the right to:

- Amend the tender document prior to the deadline specified for receipt of bids and, if need be, to change the deadline. As stated above, under Changes to Call for Tender, any change shall become an integral part of the tender document and shall be sent by email to all service providers concerned.

- Reject all bids received, without justification or obligation to the bidders. Participation in the bidding process in no way obligates Telefilm to pursue a business agreement with the service provider.
- Select the providers it deems qualified for competitive bidding, negotiate with them and terminate negotiations without incurring liability.
- Negotiate different business conditions with the best providers.
- Contact any bidder to obtain correction or clarification of a proposal, as needed, in order to fairly compare all proposals submitted.
- Terminate or amend the contract between Telefilm Canada and the selected supplier on the basis of a definite notice in the event of any withdrawal, cancellation or non-renewal, for one or more years or permanently, of Telefilm Canada's participation in the one or more of the following: SXSW, MIPTV, EFM, Marché du film, MIFA, Sunny Side of the Doc and MIPCOM for the period of 2019-2022. This cancellation clause must be included in the contractual terms and conditions signed between the two parties.
- Add events to the list above and negotiate the appropriate price for these additions and consequently modify the current contract with the supplier.

APPENDIX B – CASE STUDY FOR PURPOSES OF BIDDING

This case study is based on the actual needs established for MIPTV in April 2019.

The pro forma invoice prepared by Telefilm Canada for outbound shipping (including customs coding) shows an **estimated value of \$3 300** and a total of **16 parcels**. The declared goods have no commercial value and are used for promotional purposes only. Telefilm did not prepare a pro forma invoice for the return since the returning goods are those not distributed for promotional purposes at the market.

N.B. Telefilm Canada currently uses a European customs broker that handles documents in Europe and delivery between Paris or Berlin and the event locations.

Based on the table below, establish a detailed invoice with unit cost for each service needed, including:

Outbound

- Receipt, consolidation and storage of client parcels from across Canada at your warehouse
- Handling (weighing and labelling by supplier)
- Collection of parcels at Telefilm Canada office with tailgate truck and delivery to your warehouse
- Preparation of B13 export form
- Delivery of all goods to Paris, France, including:
 - Terminal fees
 - Fuel surcharge
 - NavCan fee
 - War risk surcharge
 - Air freight
 - Insurance
- Single invoice detailed by client with number of parcels and total weight

Return

- Terminal fees
- Documentation
- NavCan
- Customs clearance
- Dock fee
- Storage and handling (labelling, sorting and weighing of client parcels)
- Delivery of client parcels in various Canadian cities (see table)
- Delivery to Telefilm Canada office with tailgate truck
- Insurance
- Single invoice detailed by client with handling, storage, labelling, sorting, weighing and delivery costs, based on number of parcels, total weight and destination city

Shipper	OUTBOUND		RETURN		
	Parcels (no.)	Weight (kg)	Parcels (no.)	Weight (kg)	Return Destination
Company 1	1	9			
Company 2	3	14			
Company 3	4	41	1	2	Toronto
Company 4	1	21	2	27	Toronto
Company 5	3	29			
Company 6	2	6			
Company 7			2	5	Toronto
Telefilm Canada	2	183	4		
TOTAL	16	303	13	34	

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