



Closing Date	15/10/2019
Time	14:00 pm
REFERENCE NO.:	7410144
WCEF_Venue	AMENDMENT 003

REQUEST FOR PROPOSAL #7411044 AMENDMENT 003

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



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The amendment 003 is raise to answer questions from the industry.

1- QUESTIONS AND ANSWERS

Question 14:

Annex B – Basis of payment

While not stated in the RFP, WCEF will require Audio-Visual set up such as projectors, screens and P.A.'s in the Side Session, Meeting and Parallel Rooms and perhaps elsewhere.

Our venue has these components built-in and included in the rental of 2nd floor meeting rooms, serving to save organizers significant time and dollars and reducing the quantity equipment which you would be required to procure via RFP for Audio-Visual services upon selection of a venue.

How should this be addressed in the RFP, as the Annex B room rental table (nor elsewhere in the RFP) does not provide for an additional features & benefits statement?

Answer 14 :

Another contracting process for the Audio-Visual portion will be post once we award the contract for the venue. Please do not include Audio-Visual in this RFP.

Question 15:

R4 Internet - The bidder should send a statement to demonstrate that they will provide free Wireless Internet access for delegates within conference facilities.

Our venue provides Free Wi-Fi throughout the venue via:

- High density, high speed 802.11ac WIFI, supporting 2,000+ users (evenly distributed throughout the venue)
- In house symmetrical internet WAN access via 10Gb single mode fibre

It's our experience the factor of 2.5 devices per user isn't realistic as even the most tech heavy events we host such as a large software conference in June 2019 with attendance of 1,800 people, the number of devices never exceeded 2,000.

Simply put, it is very unlikely that all WCEF 2,000 attendees would simultaneously operate/associate their phones, laptops and iPads all at the same time.

While we can certainly reinforce our wireless and switched network with additional Cisco access points to accommodate the 5,000 devices as noted, the additional cost to Canada as a result of the 2.5 factor may not be necessary.

Can you please investigate and respond/adjust the requirements accordingly?

Answer 15:

The rated criteria R4 has been modify in the Amendment 003.



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2- MODIFICATION

A) DELETE: In its entirety point 5.2.2 Technical Evaluation of the RFP.

REPLACE BY:

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
	Yes	No	
<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>			



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M2 Curriculum Vitae	Yes	No	
<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:</p> <p>Title:</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>	Yes	No	
<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:</p> <p>Title:</p>	Yes	No	
<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>	Yes	No	
<p>M6 Hospitality – inclusion</p> <p>The bidder must include vegetarian, vegan, gluten-free option as detailed in the SOW (<u>4.2.2.1</u> point 3). *No-pork or no-nuts can be served or included in the preparation of the food.</p>	Yes	No	



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M7 Sustainability initiatives	Yes	No	
The bidder must provide a list of sustainability initiatives that have been implemented in the venue.			

*** 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 Rated 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
R1 In close proximity of the Billy Bishop Toronto City Airport terminal The bidder should demonstrate the distances.	<ul style="list-style-type: none"> • Less than 2.5 km = 50 points • Between 2.6 and 3.0 km =35 points • Between 3.1 and 4.0 km =20 points • 4.1km and over = 0 points 		/50



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Point Rated Technical Criteria	Point Allocation	Substantiation / Cross Reference to proposal	Score
<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 251m and 500km =45 points • Between 501m and 1km =35 points • Between 1.1km and 1.5km =15 points • Between 1.6 and 2 km =5 points • 2.1km and over = 0 		/50
<p>R3 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 • Not certified=0 point 		/30
<p>R4 Internet</p> <p>The bidder should declare that they will provide a free Wi-Fi infrastructure sufficient to support 2200 concurrent users, some of which may be using multiple devices.</p> <p>Signature: _____</p> <p>Print Name: Title:</p>	<ul style="list-style-type: none"> • Can provide free internet =20 points • Cannot provide free internet = 0 points 		/20
<p>R5 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



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Point Rated Technical Criteria	Point Allocation	Substantiation / Cross Reference to proposal	Score
<p>R6 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>R7 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 going to be local and seasonal</p> <p>Signature: _____</p> <p>Print Name: Title:</p>	<ul style="list-style-type: none"> • Signed = 20 points • Not signed = 0 points 		/20
<p>R8 Hospitality – Compostable</p> <p>The bidder must send a statement to demonstrate that they will provide compost bins (location to be discussed)</p>	<ul style="list-style-type: none"> • Can provide compost bins =20 points • Cannot provide compost bins = 0 points 		/20
<p>R9 Hospitality –Waste management</p> <p>The bidder must demonstrate that they are able to weigh the waste.</p>	<ul style="list-style-type: none"> • Can provide waste management = 10 points • Cannot provide waste management = 0 points 		/10



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Point Rated Technical Criteria	Point Allocation	Substantiation / Cross Reference to proposal	Score
<p>R10 Hospitality – Single-use plastic</p> <p>The bidder must demonstrate how they will not use single-use plastic (i.e. coffee stir-stick, individually packed honey, plastic bottles, plastic cups).</p>	<ul style="list-style-type: none"> • Can provide alternate to single-use plastic = 10 points • Cannot provide alternate to single-use plastic = 0 points 		/10
<p>R11 Hospitality – Donation</p> <p>The bidder must provide a donation plan for excess food.</p>	<ul style="list-style-type: none"> • Can provide a donation plan = 20 points • Cannot provide a donation plan = 0 points 		/20
Total points Awarded			/260

N.B. The prorated 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

All other terms and conditions remain unchanged.