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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- | | |
|--------|--|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA; |
| Part 3 | Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; and |
| Part 6 | 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses: |
- 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
- 6B, includes the instructions for the bid solicitation process within the scope of the SA;
- 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Requirement and any other annexes.

1.2 Summary

- (i) This Request for Supply Arrangement is being issued in order to establish an instrument to rent various audio visual and/or simultaneous interpretation (AV/SI) equipment throughout Canada, as identified in one or more of the product categories listed in Annex A and Annex B. These products are generally included in the federal classification of goods 58.

The Offeror must submit a complete technical offer for each category being proposed. Each offered category will be evaluated and must include all required technical information, so as to fully comply with all terms and conditions of the request for Supply Arrangement (RFSA).

This Offer is being submitted for the following categories:

CATEGORY	Insert a checkmark
Audio Visual Equipment Rental	
Simultaneous Interpretation	

The resulting Supply Arrangement is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA will follow the normal procurement process.

(ii) The Identified Users authorized to issue contracts against the Supply Arrangement include any Government Department, Departmental Corporation or Agency, or other body of the Government of Canada (including all those described in the Financial Administration Act, as amended from time to time) or any other party for which the Department of Public Services and Procurement Canada has been authorized to act from time to time under section 16 of the Department of Public Works and Government Services Act.

IU's will utilize the SA for requirements up to \$100,000.00 including GST/HST and delivery. Any requirement exceeding \$100,000.00 will be sent to the applicable PSPC office for processing.

(iii) Suppliers may qualify for any of six (6) regions identified in Annex C - Geographic Region. Supply Arrangements will identify each applicable region that the supplier has pre qualified.

(iv) Period of Supply Arrangement

All Supply Arrangements issued as result of this solicitation will be valid until such time as Canada no longer considers it to be advantageous to use it.

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

1.3 Overview of the Procurement Process

Following the publication of this Request for Supply Arrangement (RFSA) through the Government Electronic Tendering Service, Canada intends to issue a Supply Arrangements to all Suppliers who meet the entire requirements of the RFSA including the technical evaluation criteria.

The procurement process for this Supply Arrangement has two (2) stages:

- Stage 1:** This stage involves Suppliers becoming qualified by meeting the overall criteria and requirements described in the Request for Supply Arrangement. Canada intends to compile and maintain regional or national lists of qualified suppliers that will be made available to Identified Users for Supply Arrangement requirements.
- Stage 2:** This stage involves Identified Users (IU) issuing a bid solicitation describing their requirements to qualified suppliers. The resultant contracts will comply with the bid solicitation requirements of the IU and will refer to the clauses and conditions of the Supply Arrangement.

1.4 Debriefings

After issuance of a Supply Arrangement, Suppliers may request a debriefing on the results of the Request for Supply Arrangements (RFSA) process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the RFSA process. The debriefing may be in writing, by telephone or in person.

1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Services and Procurement Canada.

Suppliers who submit an Arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2019-03-04) Standard Instructions - RFSA - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - RFSA - Goods or Services, is amended as follows: Delete: sixty (60) days, Insert: ninety (90) days

2.2 Submission of Arrangements

Arrangements must be submitted only to Public Services and Procurement Canada (PSPC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Supply Arrangements (RFSA).

PSPC Bids Receiving Unit
11 Laurier Street
Place du Portage, Phase 3, Core 0B2
Gatineau, Québec, K1A 0S5
Tel.: 819-420-7201
Fax: 819-997-9776

2.3 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than seven (7) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.5. Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario. Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the Arrangement, 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 Suppliers.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

- If the Supplier chooses to submit its arrangement electronically, Canada requests that the Supplier submits its arrangement in accordance with section 08 of the 2008 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The arrangement must be gathered per section and separated as follows:

Section I: Technical Arrangement

Section II: Certifications

- If the Supplier chooses to submit its arrangement in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Arrangement

Section II: Certifications (1 hard copy and 1 soft copy on USB Key);

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Supplier is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Canada requests that suppliers follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSA.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I Technical Proposal

In the technical proposal, Suppliers should explain and demonstrate how they propose to meet the requirements as detailed in Annex A and how they will carry out the work.

Section II: Certifications

Supplier must submit certifications required under Part 5 - Certifications.

3.2 Supplier Contacts

The Supplier must provide a single name of a contact authorized to receive requests from Identified Users on its behalf for the following services: General information requests, receipt of bid solicitations, delivery follow-up, and the name of the person responsible for submitting quarterly reports.

Name and telephone number of the person to be contacted for:

General information

Name: _____
Telephone number: _____
Facsimile number: _____
E-mail: _____

Receipt of Bid Solicitation Requests

Name: _____
Telephone number: _____
Facsimile number: _____
E-mail: _____

Delivery follow-up

Name: _____
Telephone number: _____
Facsimile number: _____
E-mail: _____

Person responsible for submitting quarterly reports

Name: _____
Telephone number: _____
Facsimile number: _____
E-mail: _____

3.3 Environmental Initiative

Please refer to Part 5 - Certifications for more details.

3.4 Payment of Invoices by Credit Card

Canada requests that Suppliers complete one of the following:

- ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices under the Supply Arrangement.

The following credit card(s) are accepted:

- ☐ VISA
☐ Master Card

OR

- ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices under the Supply Arrangement.

The Supplier is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of invoices will not be considered as a qualification criteria.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

Suppliers may submit an offer on any of the following 2 categories:

- a) Audio Visual Equipment Rental
- b) Simultaneous Interpretation

4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the categories they have submitted against the Request for Supply Arrangements including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the Arrangements.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria – For Audio Visual Rental

Supplier must include the following information with their Arrangement:

- 4.1.1.1.1** Supplier must demonstrate that they can supply goods for 4 of the 7 categories of Annex A

The supplier must meet the minimum inventory and categories of Audio Visual and Simultaneous Interpretation equipment listed in Annex B and provide a list of inventory identifying items, categories and sub categories by region.

The supplier must have a minimum inventory in each of the following regions:

Quebec, Ontario: \$500,000.00 each

Atlantic, Pacific: \$300,000.00 each

Central, Newfoundland/Labrador: \$200,000.00 each

(Please detail in Excel Spreadsheet - Annex G)

Note: Supplier may qualify for any of six (6) regions identified in Annex C - Geographic Region. Supply Arrangements will identify each applicable region that the supplier has qualified.

- 4.1.1.1.2** Supplier must demonstrate that they have been in business for at least five (5) full years prior to the closing date of the Request for Supply Arrangement (RFSA) providing services for the purpose of rental of audio visual equipment similar in nature to that described in the RFSA.

This can be evidenced by submitting the following:

- a photocopy of a business registration form showing legal name and date of registration / incorporation;
and/or;
- a previous Contract, Standing Offer or Supply Arrangement with any department of the Government of Canada for the supply of goods similar in nature to the one described in this RFSA, provincial or municipal government or any other organization dated prior to 5 years.

- 4.1.1.1.3** The Supplier must submit a description of two (2) separate orders successfully delivered within the last year prior to the closing date of this Request for Supply Arrangement with a value of \$5,000.00 in Canadian dollar or more. Each order must have included at least two (2) different types of rental devices for audio visual equipment.

For each order the Supplier must provide:

- the type of service related to AV;
- the quantity of each item;
- The value of the overall order;
- References of client Departments (Name and Phone Number)

4.1.1.2 Mandatory Technical Criteria – For Simultaneous Interpretation

4.1.1.2.1 All suppliers must provide a full list of their SI equipment that will be assessed by the TA from The Translation Bureau under the minimal requirements as detailed in Annex A in order to be certified.

4.1.1.2.2 The supplier must demonstrate that they have at least 5 interpretation systems and 5 interpretation booths that meet the TB technical requirements.

4.1.1.2.3 Supplier must demonstrate that they have been in business for at least three (3) full years prior to the closing date of the Request for Supply Arrangement (RFSA) providing services for the purpose of simultaneous interpretation similar in nature to that described in the RFSA.

This can be evidenced by submitting the following:

- a photocopy of a business registration form showing legal name and date of registration / incorporation;
and/or;
- a previous Contract, Standing Offer or Supply Arrangement with any department of the Government of Canada for the supply of goods similar in nature to the one described in this RFSA, provincial or municipal government or any other organization dated prior to 5 years.

4.1.1.2.3 The Supplier must submit a description of two (2) separate orders successfully delivered within the last year prior to the closing date of this Request for Supply Arrangement with a value of \$2,000.00 in Canadian dollar or more.

For each order the Supplier must provide:

- the type of service related to SI;
- the quantity of each item;
- The value of the overall order;
- References of client Departments (Name and Phone Number)

Current ISO 20109 compliant interpretation consoles available:

SHURE: <https://www.shure.com/en-GB/products/conference-discussion/mxc>

TELEVIC: <https://www.televic-conference.com/en/products/versatile-wired-products/interpreter-desk/lingua-interpreter-desk>

BOSCH: DICENTIS model <https://www.fast-and-wide.com/equipment-releases/intercomms/11322-bosch-dicentis-interpreter-desk>

TAIDEN HCS-8385/80: http://www.aiden.com/products_detail/&productId=575.html

4.2 Basis of Selection

4.2.1 To be declared responsive, an arrangement must:

- (a) comply with all the requirements of the Request for Supply Arrangements;
and
- (b) meet all requirements laid out in Part 4 - Evaluation Procedure and Basis of Selection, clause 4.1.1 - Technical Evaluation for the category they submitted an arrangement;

4.2.2 Proposals not meeting (a) or (b) above will be declared non-responsive.

4.3 Financial Viability

SACC Manual Clause S0030T (2014-11-27) Financial Viability.

PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Supply Arrangement Authority will render the arrangement non-responsive, or constitute a default under the Contract.

5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the arrangement non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 General Environmental Criteria Certification

By submitting the bid, the bidder certifies that the information submitted in the General Environmental Criteria table found at Table 1 is accurate and complete.

By submitting the bid the Bidder certifies that it meets, and will continue to meet throughout the duration of any resulting contract, a minimum of four out of seven requirements identified in the General Environmental Criteria Table found at Table 1;

Additional Information

The Bidder must complete Table 1 by inserting a checkmark next to every criteria that are met. Bidders are requested to submit Table 1 with their bid. As this is a new procedure, Canada reserves the right to request Table 1 after bid closing. The Contracting Authority will inform the Bidder of a time frame within which to provide it. Failure to provide Table 1 within the required time frame will render the bid non-responsive.

The Contractor must meet and continue to meet four out of seven criterions during the entire duration of the contract.

Green practices within supplier's organization:	Insert a checkmark for each criteria that is met
Promotes a paperless environment through directives, procedures and/or programs.	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client.	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification.	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	
Registered to ISO 14001 or has an equivalent environmental management system in place	

PART 6 - SUPPLY ARRANGEMENT

1.1 List of Suppliers Qualified in Each Region

1.2 Preface

Before making your request to rent audiovisual, interpretation or public address system equipment through the bid solicitation, have you considered Public Services and Procurement Canada's (PSPC) Event and Conference Management (ECM)?

Contact us for more information or to make a booking.

Events and Conference Management

Public Services and Procurement Canada
Ottawa, ON K1A 0S5

Website: <http://gcintranet.tpsgc-pwgsc.gc.ca/bi-rp/gec-ecm/index-eng.html>

Phone: 613-990-6700

Fax: 613-990-6706

Email: ReceptionGEC.ECMReception@tpsgc-pwgsc.gc.ca

1.3 Recommendations Regarding Third Party Suppliers

Prior to signing your agreement with the desired venue, it is good practice to negotiate the removal of any terms, conditions and/or clauses that would restrict your choice of supplier for your event.

As a customer, you have the right to refuse/negotiate any additional fees, surcharges and/or penalties charged by the facility that are in any way based on and/or tied to your choice of third party suppliers, whether such fees are expressly stated in the proposal or contract, or whether they are contained in the general operating policies of the facility, be they published or unpublished.

1.4 Interpretation Services through the Translation Bureau

If your requirement includes the use of interpretation services through the Translation Bureau, you are required to contact the Translation Bureau to understand the specifications (equipment and services) required by interpreters in order to support your event. Please refer to Annex A, section 3.0 and 4.0.

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the work described in the requirement at Annex A and Annex B.

6.2 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Services and Procurement Canada.

6.2.1 General Conditions

2020 (2017-09-21) General Conditions - Supply Arrangement (SA) - Goods or Services, apply to and form part of the SA.

6.3 Supply Arrangement Reporting

Suppliers must compile and keep current data on products rented by Identified Users (IU) with respect to contracts arising from a Supply Arrangement (SA). These data or reports must include the contract number, the IU name, the good(s) rented and the total contract value, including purchases using the Government of Canada Acquisition Card. Each quarter, Suppliers must collect the data and submit it to the SA Authority at Public Services and Procurement Canada.

Quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

Electronic reports must be completed and forwarded to the SA Authority no later than 15 calendar days after the end of the quarterly period. Refer to Annex F - quarterly report form.

All data fields of the report must be completed as requested. If some data is not available, the reason must be indicated in the report. If no goods are provided during a given period, the Supplier must still provide a "NIL" report.

Failure to provide fully completed reports in accordance with the above instructions may result in the suspension or cancellation of the Supply Arrangement.

6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins _____.

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Carlos Lee, Supply Specialist

Public Services and Procurement Canada, Acquisitions Branch

Logistics, Electrical, Fuel and Transportation Directorate, HN Division

140 O'Connor Street, L'Esplanade Laurier, 4th Floor, Office 3135

Ottawa, Ontario, K1A 0S5

Telephone: 613-296-6475

E-mail address: carlos.lee@pwgsc-tpsgc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

6.5.2 Supplier's Representative

The main point of contact to be contacted, with authority, to receive enquiries from Identified Users pursuant to this Supply Arrangement is:

General information

Name: (to be completed on issuance of SA)

Telephone number: (to be completed on issuance of SA)

Facsimile number: (to be completed on issuance of SA)

E-mail: (to be completed on issuance of SA)

Receipt of Bid Requests

Name: (to be completed on issuance of SA)
Telephone number: (to be completed on issuance of SA)
Facsimile number: (to be completed on issuance of SA)
E-mail: (to be completed on issuance of SA)

Delivery follow-up

Name: (to be completed on issuance of SA)
Telephone number: (to be completed on issuance of SA)
Facsimile number: (to be completed on issuance of SA)
E-mail: (to be completed on issuance of SA)

Person responsible for submitting quarterly reports

Name: (to be completed on issuance of SA)
Telephone number: (to be completed on issuance of SA)
Facsimile number: (to be completed on issuance of SA)
E-mail: (to be completed on issuance of SA)

6.6 Identified Users

The Identified Users authorized to issue contracts against the Supply Arrangement include any Government Department, Departmental Corporation or Agency, or other body of the Government of Canada (including all those described in the Financial Administration Act, as amended from time to time) and any other party for which the Department of Public Services and Procurement Canada has been authorized to act from time to time under section 16 of the Department of Public Works and Government Services Act.

6.7 Ongoing Opportunity for Qualification

A Notice will be published on the Government Electronic Tendering Service (GETS) on an on-going basis. Existing qualified suppliers, who have been issued a Supply Arrangement, will not be required to submit a new Arrangement.

At anytime, a supplier has an opportunity to qualify for a Supply Arrangement, delete or add categories, by submitting an Arrangement. The Arrangement will be evaluated in accordance with the Request for Supply Arrangement specified in Part 4. Arrangement will be evaluated on a quarterly basis as defined below:

Period Identification no.	Closing date	Evaluation Period
E60HN-14AVSI/A/1	March 31, 2:00 p.m.	April 1 to June 30
E60HN-14AVSI /A/2	June 30, 2:00 p.m.	July 1 to September 30
E60HN-14AVSI /A/3	September 30, 2:00 p.m.	October 1 to December 31
E60HN-14AVSI /A/4	December 31, 2:00 p.m.	January 1 to March 31

Supplier must ensure that the Supplier's name, return address, period identification no. and closing date and time are clearly visible on the envelope or parcel containing the Arrangement.

6.8 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 the Supply Arrangement;
- (b) the general conditions 2020 (2017-09-21), General Conditions - Supply Arrangement - Goods;
- (c) Annex A - Requirement;
- (d) Annex B - Equipment Sub-category Definitions
- (e) Annex C - Geographic Region
- (f) Annex D – Commercial General Liability Insurance
- (g) Annex E – Corporate Profile
- (h) Annex F - Quarterly Reports Form
- (i) Annex G - Excel Spreadsheet – Category and Listing Evaluation
- (j) Annex H - Requirement Checklist (Sample)
- (k) Annex I - Bid Solicitation and Resulting Contract Template (Simple)
- (l) the Supplier's Arrangement dated _____. (to be completed on issuance of a Supply Arrangement)

6.9 Certifications

6.9.1 Compliance

Compliance with the certifications provided by the Supplier in the Arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification or it is determined that any certification made by the Supplier in the Arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (Insert the name of the province or territory as specified by the supplier in the arrangement, if applicable).

6.11 Payment of Invoices by Credit Cards (to be completed on issuance of a SA)

- ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices under the Supply Arrangement.

The following credit card(s) are accepted:

- ☐ VISA
☐ MasterCard

OR

- ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices under the Supply Arrangement.

6.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "D", Commercial General Liability Insurance. The Contractor must maintain the required insurance coverage for the duration of the Supply Arrangement. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under any resulting the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of issuance of the Supply Arrangement, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

B. BID SOLICITATION

1. Bid Solicitation Documents

Canada will use the following bid solicitation templates:

Annex “I” - Bid Solicitation and Resulting Contract Template

Note: References to the templates in PSPC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (*if applicable*);
- (b) a complete description of the Work to be performed;
- (c) [2003](#), Standard Instructions - Goods or Services - Competitive Requirements;

Subsection 3 of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above [is](#) deleted in its entirety and replaced with the following:

3. List of Names

- a. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA).
 - b. These Bidders must immediately inform Canada in writing of any changes affecting the list of directors during this procurement process.
- (d) bid preparation instructions;
 - (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
 - (f) evaluation procedures and basis of selection;
 - (g) financial capability (*if applicable*);
 - (h) certifications;

- *Federal Contractors Program (FCP) for Employment Equity - Notification*
- SACC Manual [A3005T](#), [A3010T](#) for service requirements when specific individuals will be proposed for the work;
- *5.1.1 Declaration of Convicted Offences;*

(i) conditions of the resulting contract.

1.1 Bid Solicitation - Response Time

Non-Urgent Solicitation

Bids must be responded to within a period of four (4) working days of receiving the bid solicitation document from the Identified User. Any bid responses received after this period will be considered as non responsive and will be given no further consideration.

Urgent Solicitation

Bids must be received within a period of two (2) working days of receiving the bid solicitation document from the Identified User. Any bid responses received after this period will be considered as non responsive and will be given no further consideration.

2. Bid Solicitation Process

- 2.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

The bid solicitation will be sent directly to Suppliers as follows:

- 2.2** For requirements estimated up to \$5,000.00 including all applicable taxes and delivery charges, the Identified User will issue a request for proposal (Annex I - Bid Solicitation and Resulting Contract Template) for bid solicitation to one or more suppliers on the Supply Arrangement List for the chosen category. The resulting contract will be issued based on the evaluation procedures and basis of selection outline in the RFP.
- 2.3** For requirements estimated to be between \$5,000.00 and \$25,000 including all applicable taxes and delivery charges, the Identified User will issue a request for proposal (Annex I - Bid Solicitation and Resulting Contract Template) for bid solicitation to three or more suppliers on the Supply Arrangement List for the chosen category. The resulting contract will be issued based on the evaluation procedures and basis of selection outline in the RFSA.
- 2.4** For requirements estimated over \$25,000.00 and \$100,000.00 including all applicable taxes and delivery charges the Identified User will issue a request for proposal (Annex I - Bid Solicitation and Resulting Contract Template) for bid solicitation to all Suppliers on the Supply Arrangement List. The resulting contract will be issued based on the evaluation procedures and basis of selection outline in the RFP.
- 2.5** IU will utilize the SA for requirements up to \$100,000.00 including GST/HST and delivery. Any requirement exceeding \$100,000.00 will follow the normal procurement process.
- 2.6** For National requirements, the Identified User will issue a bid solicitation (Annex I – Bid Solicitation and Resulting Contract Template) to all Suppliers on the Supply Arrangement List. The resulting contract will be issued based the evaluation procedures and basis of selection outline in the RFP.

ANNEX "A"
REQUIREMENT

This Supply Arrangement is for the rental and provision of Audio Visual and/or Simultaneous Interpretation equipment. The Supply Arrangement will include the products identified in Annex A, Section 1.0 - Allowable Goods and Section 2.0 – Allowable Services.

Section 1.0 - Allowable Goods

Goods considered allowable must be Audio Visual Main Device or Simultaneous Interpretation equipment rental, openly designed and marketed for AV specific rental, approved by PSPC and clearly fall into the Categories and Sub-Categories listed below:

7 Main Rental Categories and Sub-Categories

7 Main Equipment Categories	Sub-Categories
1) AUDIO Products:	Microphones, Microphones - Wireless Recorders and Players Sound Systems and Audio Conferencing equipment Delegate Mic and Language Interpretation Systems
2) AUDIO/VIDEO Processing equipment:	Signal Processing and Switching
3) VIDEO Products:	Camcorders Professional Video Cameras Players and Recorders Laptops
4) Display Devices:	Televisions Displays and Monitors Video Walls
5) PROJECTORS:	Data and Video Projectors for presentations
6) OTHER Equipment:	Projection Screens Lighting Equipment Podiums Drapes and Pipe Dress Kits

- 7) Web Casting:
- Digital Capture Card
 - Video switchers
 - Converters
 - Computer inputs
 - Monitors
 - Additional webcast hardware/software

Section 2.0 – Allowable Services

Services considered allowable must be directly related to Audio Visual Main Device or Simultaneous Interpretation equipment rental, which include but not limited to Technicians, delivery of equipment, setup/dismantling and pick-up of equipment and the daily operation of the equipment.

Section 3.0 - Translation Bureau's Technical Requirements for Simultaneous Interpretation (SI)

As of January 1, 2020 the following requirements apply to all AV suppliers providing SI services and equipment to clients using Translation Bureau interpretation services.

INTERPRETATION SYSTEM

The Interpretation System should be compliant with the **ISO standard 20109: 2016** which will become mandatory on **April 1, 2021**

SI equipment compliant with the previous ISO standards (2603 and 4043: 1998) is still accepted at present time, provided it meets the following requirements:

AUDIO LIMITING

The system must provide hearing protection for the interpreters either internally, via digital signal processor (DSP), or externally, with an outboard compressor / limiter, to limit loud sounds, with a maximum output level of 94 dBA sound pressure level (SPL) for any duration longer than 100ms.

GENERAL AUDIO QUALITY

- The interpreting system must correctly reproduce audio-frequencies between at least 125 Hz and 15 kHz \pm 3 dB;
- The microphones and the headphones must correctly reproduce audio-frequencies between 125 Hz and 15 kHz \pm 10 dB;
- The system must be free of perceptible distortion, noise and hum, and the volume of each channel should be adjusted to minimize the volume difference between audio channels. (ex: Floor channel, English channel, French channel, other language channels). See 7.3 and 7.4 ISO 2603 :1998

INTERPRETERS' CONSOLES

- There must be a minimum of two SI consoles per booth, with a microphone and individual controls for listening and speaking, including the relevant labels;
- The pre-selected language channel must be clearly indicated, giving channel numbers and languages in alphanumeric form. Two stepless rotary controls should be provided: one “bass” control and one “treble” control;
- The listening level (volume) should be manually adjustable, through a high-quality stepless rotary control and listening levels must be adjusted so that interpreters are not forced to work at the lowest or highest ends of the range.

CONFERENCE MICROPHONES

- Only unidirectional microphones (preferably push-to-talk) should be used to adequately reproduce what the speaker is saying;
- The minimum ratio of microphones at a boardroom table is one per two participants. For example, if there are 18 participants, a minimum of 9 microphones must be used;
- Only one microphone must be switched ON at any given time.

PUBLIC ADDRESS (PA) SYSTEM

- Loudspeakers and headsets must be aimed away from microphones as much as possible;
- The PA system must be tested and adjusted to eliminate echo and feedback from loudspeakers.

QUALIFIED TECHNICIAN

At least one qualified¹ technician must be present throughout the entire event to:

- Monitor the sound;
- Turn microphones on and off when participants neglect to do so;
- Resolves technical and sound issues;
- Adjust equipment positioning and audio levels as required.

¹ To be deemed a qualified technician a person must demonstrate that they possess at least 6 months of work experience on assignments involving AV equipment for simultaneous interpretation as well as monitoring audio levels from live sound.

TRANSMISSION OF INTERPRETATION TO CLIENTS

- The transmission system used to distribute audio interpretation wirelessly to participants (receivers) must use infrared technology (IR), with good quality headphones which will correctly reproduce audio-frequencies between 125 Hz and 15 kHz \pm 10 dB
- Radio frequencies (RF) transmitters can be used only when the client has been made fully aware of the possibility of eavesdropping and poor sound reception by the AV provider.

MOBILE INTERPRETATION BOOTH

- The mobile interpretation booth should be compliant with the ISO 4043:2016 standard which will become mandatory on April 1, 2021.
- Mobile interpretation booths compliant with the ISO 4043:1998 standard are still acceptable at present time if they meet the minimal technical criteria as follows:
 - The interpretation booth must be a fully-enclosed space;
 - Good sound insulation (*Fabric, of sufficient thickness, on walls and perforated ceiling panels have produced good results. It is recommended to use material with a weighted absorption coefficient (according to ISO 11654) of $\alpha_w > 0,6$*) to prevent sound being transmitted from the booths to the meeting environment and from the meeting environment to the booths and between booths; see 4.8 ISO 2603 – 1998)
 - Each booth must have front and side windows that are colorless and free of scratches that might impair visibility;
 - A visual of all participants in the room; (see 4.6 ISO 2603- 1998)
 - The interpretation booth must provide adequate ventilation, adjustable reading lights for work, comfortable chair, sufficient working surface (see 5.1 – 5.5 ISO 2603 - 1998)

BOOTH SIZE

Width: -for two interpreters: minimum 1.60 m;

-for three interpreters: minimum 2.40 m;

-for four interpreters: minimum 3.20 m;

Depth: -minimum 1.60 m;

Height: -minimum 2.00 m.

Section 4.0 - Equipment Guide for AV Suppliers

In-person Conference

- All equipment must be ISO Compliant or meet the Translation Bureau's minimum requirements. (ISO-20109-2016, ISO 2603-2016, ISO 4043-2016);
- For the safety of the interpreters, you must ensure that there is an active compressor / limiter calibrated applied to the audio signal going to the interpreters;
- The minimum ratio of push to talk microphones is one microphone per two participants;
- Only one microphone should be open at a time (mute all unused microphones);
- The interpretation booths must be installed in a location with good visibility;
- Extra video support is needed when visibility is poor or compromised;
- Loudspeakers must be positioned in a way that will limit the possibility of feedback;
- Extra time must be allowed for proper testing;
- A technician must be present at least 1 hour before the beginning of the conference and available at all time.

Videoconference

- Participants must use push-to-talk microphones, hand-held microphones, lapel microphones or a headset with integrated microphones.
- Omnidirectional microphones (ceiling or table) must be avoided;
- A technician must be on site and available for the interpreters.
- Sound input to interpreters from any source shall be automatically adjusted to minimize the difference in volume between the distant source, the floor and the interpreting channels, as long as the input level varies between nominal and ± 12 dB.
- The quality of image input to the interpreters shall be kept on a level that prevents visible artefacts due to the effects of both packet level and signal related impairments caused by coding processes
- Sound and image from a distant site shall be synchronized. This means that sound shall neither lag image by more than 90 ms nor shall it lead it by more than 25 ms.
- The propagation delay of the image and sound from the source to the interpreters shall not exceed 500 ms

Webconference

- Laptops with 8GB RAM;
- Dedicated sound and graphics cards;
- Wired network connection for stability;
- Bandwidth of 4Mbps upload and download per laptop needed;
- Push to talk or headset with integrated microphones;
- USB camera;
- WebRTC compliant Browsers like Google Chrome or FireFox.

Technical questions may be addressed to the Translation Bureau's technical team by forwarding an email to TBAV-BTAV@parl.gc.ca or via telephone at (613) 297-8380.

Annex "B" - Equipment Sub-category Definitions

1) Audio Products

Microphones & Microphones - Wireless:

Microphones and wireless microphones including but not limited to boundary, PZM, handheld, head worn, lavalier, shotgun and wireless microphones systems.

Recorders and Players:

Analog or digital sound recording and playback devices including but not limited to audio tape, CD, Digital Audio. Portable, handheld digital recorders are prohibited.

Sound Systems and Audio Conferencing equipment:

Integrated sound reinforcement systems (dedicated microphone, processor, amplifier, loudspeaker systems), audio conferencing systems and components (dedicated bridges, interfaces, amplifiers, processors, mixers, microphones) as well as stand alone speakers/systems.

Delegate Mic and Simultaneous Language Interpretation Systems:

Integrated simultaneous interpretation (SI) sound systems (dedicated delegate microphones, amplifiers, control consoles, interpreter equipment, sound insulating interpreters booth, as well as (SI) transmitters, RF/IR receivers and headphones). Non-proprietary booths or road cases are prohibited.

2) Audio/Video Processing Equipment

Signal Processing and Switching:

Audio and/or video signal processing and switching hardware devices including but not limited to master control systems, processors, compressors and limiters, decoders and encoders, amplifiers and distribution amplifiers, equalizers, extenders, matrix switches, video scalers and scan converters.

3) Video Products:

Camcorders:

Video cameras and camcorders (out-of-studio, handheld video camera recorder; typically for consumer or prosumer video recording).

Professional Video Cameras:

Professional grade video cameras and camcorders (broadcast, HDTV, ENG and studio cameras).

Players and Recorders:

Analog or digital video recording and playback devices (Blu-ray, DVD, Digital Video recorders as well as video servers and media players). Digital video recorders include DVD and Blu-Ray recorders, as well as hard drive recorders. Hard drive recorders, video servers and media players must be purpose-built video appliances designed and dedicated to only function for one purpose - to receive and/or record and store and/or disseminate both computer generated and direct video signals, with or without audio.

4) Display Devices:**Televisions:**

Display device that combines a tuner, display, and speakers for the primary purpose of viewing television.

Displays and Monitors:

Non-TV tuner imbedded display devices used for commercial, broadcast, medical or 24/7 applications (any size) as well as stand-alone touch screen displays. Touch screen displays supplied as a proprietary interface device for control and automation Manufacturer systems are applicable to the Control and Automation equipment sub-category. Monitors whose primary design and functionality is for computer/workstation-use are prohibited.

Video Walls:

Large format, multi-image video walls and video wall components.

5) Projectors:**Data and Video Projectors:**

Digital video projectors including but not limited to ultra portable, portable, large venue, short throw, and 3D stereoscopic projectors. Document cameras are also applicable to this equipment sub-category.

6) Other Equipment:**Projection Screens:**

Projection surfaces including but not limited to rigid (fixed), electric, manual, portable and portable truss framed, rear projection screens.

Lighting Equipment:

Including but not limited to Traditional/Conventional, Motorized, Special Effects and LED

Podiums:

Including Table top lecterns, acrylic, glass and digital podiums

Drapes and Pipe:

Drapes in assorted colours and fabrics, adjustable supports and bases.

7) Web Casting:

Digital Capture Card, Video switchers, Converters, Computer inputs, Monitors, Additional webcast hardware/software

Annex C
Geographic Region

Region	No	Description
Pacific	01	The entire province of British Columbia and the province of Alberta
Central	02	The entire provinces of Manitoba and Saskatchewan,
Ontario	03	The province of Ontario
Newfoundland Labrador	04	The entire province of Newfoundland including Labrador
Quebec	05	The entire province of Quebec
Atlantic	06	The entire province of Nova Scotia, New Brunswick and Prince Edward Island

The resulting Supply Arrangement is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA will follow the normal procurement process.

For National requirements, the Identified User will issue a request for proposal (Annex I – Bid Solicitation and Resulting Contract Template) for bid solicitation to all Suppliers on the Supply Arrangement List. The resulting contract will be issued based the evaluation procedures and basis of selection outline in the RFP.

ANNEX D

Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Supply Arrangement, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Supply Arrangement. The interest of Canada should read as follows: Canada, as represented by Public Services and Procurement Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

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

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

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

ANNEX E

CORPORATE PROFILE

Suppliers are invited to complete the following corporate profile. Supplier are encouraged to provide the profile in French and English as this profile will be posted on the Standing Offer Index and Public service as part of the general information available for each Identified Users.

Should the supplier have more than one facility in Canada, a description of each location can be provided. Supplier is to restrict their responses to a maximum of 200 words for each of the areas where information is requested. The 200 word maximum will be applicable to each facility. Public Services and Procurement Canada will edit responses to maintain the 200 words maximum.

Suppliers are to address each of the points listed. In addition to the basic information requested, Supplier may include whatever information they believe will enhance the understanding of their corporate capabilities.

The corporate profile will not be considered in the evaluation process for this Request for Supply Arrangement and only profiles of authorized supply arrangement holders will be posted.

CORPORATE NAME:

CORPORATE ADDRESS:

The Procurement Business Number (PBN): _____.

PRINCIPAL CONTACT METHODS:

Telephone:

Fax:

E-mail:

Toll-free telephone number:

CORPORATE WEB SITE:

LOCATION OF SHOWROOM

ANNEX F

SUPPLY ARRANGEMENT QUARTERLY USAGE REPORT

[illegible]

ANNEX G
Excel Spreadsheet – Category and Listing Evaluation

Annex H - Requirement Checklist (Sample)

Client Name: _____
 Telephone Number: _____
 Email: _____

Meeting Location: _____
 Address: _____
 Date of Event: _____
 Time: _____

Room Layout Number of Rooms :	Type	Number of Attendees
	Theatre style () U – Shaped () Round Tables () Classroom Style () Hollow Square () Head Table () Conference Room () Other ()	
Category	Type	Qty
Booth	Isolated Permanent (On Site)	
Interpretation Receivers	Infrared (IR) Radiofrequency (RF)	
Video Recording	Camcorders Professional Video Cameras Players and Recorders <ul style="list-style-type: none"> - Audio Cassettes - CD Burner - MP3 Burner/Recorder - Blu Ray Player - Overlap Recording - Floor Recording - Interpretation Recording (Specify Language(s):_____) - Recording Splitter Laptops <ul style="list-style-type: none"> - PC - MAC - Wireless Mouse 	

Category	Type	Qty
Projection	Screens <ul style="list-style-type: none"> - Fast Fold - Front - Rear - Size:_____ Data, LCD and Video Projectors <ul style="list-style-type: none"> - Source (PC, MAC, DVD, Blu Ray, Other) - Bilingual Presentations	
Audio Products	Microphones <ul style="list-style-type: none"> - Wired - Various Wireless - Podium - Table - Floor / Stand - DIS Conference Sound Systems and Speakers Audio Conferencing Equipment Soundboards <ul style="list-style-type: none"> - Number of Inputs:_____ 	
Audio Video Processing Equipment	Signal Processing and Switching	
Display Devices	Televisions Displays and Monitors Video Walls	
Miscellaneous Equipment	Media Distribution Box Podiums <ul style="list-style-type: none"> - Lecterns - Acrylic - Glass - Digital - Other_____ Dress Kits, Drapes & Pipe	

Category	Type	Qty
Web Casting	Digital Capture Cards	
	Video Switchers	
	Converters	
	Computer inputs	
	Additional Webcast	
	Hardware/software	
	# of participants: _____	
Lighting	Traditional/Conventional	
	Motorized	
	Special Effects	
	LED	

Annex “I”
Bid Solicitation and Resulting Contract Template

PART 1 - INFORMATION AND INSTRUCTIONS

1. Security Requirements

Select option 1 or 2 below, as applicable, whether or not security requirements are associated with the requirement and the applicable clauses provided by the [Industrial Security Program \(ISP\)](#) are inserted under article 2.1.1 of Part 2.

OPTION 1

There are security requirements associated with the requirement. For additional information, consult Part 1 - Information and Instructions, clause 1.7.X, Security Requirements, and Part 2 - Resulting Contract Clauses.

OPTION 2

There is no security requirement associated with this bid solicitation.

1.2 Statement of Work

(Insert description of the work or service to be provided)

1.3 Standard Instructions, Clauses and Conditions

Include the latest version of Standard Instructions [2003](#) or [2004](#), as applicable, for all bid solicitations including those resulting from a Supply Arrangement, unless otherwise indicated in the SA.

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) _____ (*insert date*) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

OR

For non-competitive requirements, delete the above paragraph that refers to Standard Instructions [2003](#) and insert the following:

The [2004](#) _____ (*insert date*) Standard Instructions - Goods or Services - Non-competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 3 of Section 01 Integrity Provisions - Bid of the Standard Instructions (*insert, as applicable 2003 or 2004*) incorporated by reference above are deleted in their entirety and replaced with the following:

3. List of Names

- a. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner(s), at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA).
- b. These Bidders must immediately inform Canada in writing of any changes affecting the list of directors during this procurement process.

1.4 Submission of Bids

1.4.1 Bids must be submitted to the Contracting Authority identified in the bid solicitation and in Part 2 - Resulting Contract Clauses, article 2.5, by _____ (*insert closing time and date*).

1.5 Enquiries - Bid Solicitation

All enquiries must be submitted to the Contracting Authority no later than _____ (*insert number of days*) calendar days before the bid closing date. Enquiries received after that time may not be answered.

1.6 Evaluation Procedures

Bids received will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria specified below:

1.6.1 Technical Evaluation

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation

1.6.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, excluding the Goods and Services or Harmonized Sales Tax, DDP Delivered Duty Paid (destination), Incoterms 2000, including Canadian customs duties and excise taxes.

1.6.3 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis will be recommended for award of a contract.

1.6.4 Security Requirements (If applicable)

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 2 – Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 2 – Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

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 _____ (*Insert the name of the province or territory*).

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.

PART 2 - RESULTING CONTRACT CLAUSES

2.1 Security Requirements

Consult the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of PSPC (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website for more information.

OPTION 1

Select this option if there are security requirements and insert related clauses provided by ISP.

- 2.1.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

OPTION 2

- 2.1.1 There is no security requirement applicable to this Contract.

2.2 Statement of Work

As detailed in the proposal dated _____ (*insert date of bid*)

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-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Services and Procurement Canada.

2.3.1 General Conditions

2029 _____ (*Insert the most recent date of the Standard Acquisition Clauses and Conditions (SACC) available at the following address: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all>*) General Conditions - Goods or Services (Low Dollar Value) 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 _____ (*fill in start date of the period*) to _____ inclusive (*fill in end date of the period*).

2.5 Authorities

2.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

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

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:

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

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

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 lot price as indicated in the contract. 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

2.7 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 address 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 _____ (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

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) 2029 _____ (*insert date*) General Conditions - Goods or Services (Low Dollar Value);
- (c) Statement of Work;
- (d) Security Requirements Check List (if applicable);
- (e) the Contractor's bid dated _____ (*insert date of bid*)

2.11 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "D" of the Supply Arrangement (SA), Commercial General Liability Insurance. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

2.12 Cancellation Fees

Should an event be cancelled within twenty-four hours prior to the start of the event, the offeror will be paid 75% of the quote.

Should an event be cancelled within forty-eight hours prior to the start of the event, the offeror will be paid 50% of the quote.

Should an event be cancelled within seventy-two hours prior to the start of the event, the offeror will be paid 25% of the quote.

Should an event be cancelled with at least seventy-two hours prior to the start of the event, no payment will be authorized.

Excel Spreadsheet – Category and Listing Evaluation

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