
CANADIAN HERITAGE
REQUEST FOR STANDING OFFER

REQUEST NUMBER: 10222674

TITLE OF PROJECT: Rental of LED Video Screens and Related Equipment

REQUEST DATE: March 13, 2023

CLOSING DATE AND TIME: April 6, 2023, at 2:00 p.m., EDT

ADDRESS ALL ENQUIRIES: Nicole Sabourin
Procurement and Contract Specialist
Contracting and Materiel Management Directorate
Canadian Heritage
E-mail: contrats-contracting@pch.gc.ca

The Department of Canadian Heritage has a requirement for the above services to be carried out in accordance with the Statement of Work attached hereto as Annex "A". The services are to be performed during the period commencing upon the date of award of the contract and are to be completed by March 31, 2025, as detailed in the Statement of Work. Canada reserves the right to extend the period of the Standing Offer for an additional one (1) year period. PCH will be awarding up to six (6) Standing Offers for these services: two (2) for each of the three (3) categories of Video Screens required. Offerors submitting an Offer for any of the three categories of screens must also submit an Offer for categories 4 (peripheral equipment) and 5 (personnel).

If you are interested in undertaking this project, submit your bid by **2 p.m. EDT: April 6, 2023**, by using the following accepted submission method:

IMPORTANT: Submission via e-mail

Please note that PCH will exceptionally only accept offers by e-mail. Offers transmitted by facsimile or mail to PCH will not be accepted.

The PCH e-mail server cannot accept any e-mail transmission that is 25 MB or plus. It is the responsibility of the Offeror to assure that their complete e-mail offer be delivered to PCH by the specified date and time. Indicate the title of the Request for Standing Offers (RFSO) in the e-mail object, the e-mail address is the following:

Contrats/Contracting (PCH)
contrats-contracting@pch.gc.ca
RFSO : 10222674
Attention : Nicole Sabourin

If due to e-mail or document size issues it is necessary to send documents using more than one e-mail, this is acceptable, but they must be referenced to each other. Offers that arrive after the specified date and time will not be accepted. Offerors are encouraged to keep a confirmation that the e-mail was sent and delivered.

Offerors submitting a proposal are also requested to complete the Offer of Services attached at Annex "G".

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	4
1.1 INTRODUCTION	4
1.2 SUMMARY	5
1.3 SECURITY REQUIREMENTS	5
1.4 DEBRIEFINGS	5
1.5 OTHER INFORMATION	5
PART 2 - OFFEROR INSTRUCTIONS	6
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	6
2.2 SUBMISSION OF OFFERS	6
2.3 FORMER PUBLIC SERVANT	6
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS	7
2.5 APPLICABLE LAWS	8
2.6 BID CHALLENGE AND RECOURSE MECHANISMS	8
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	9
3.1 OFFER PREPARATION INSTRUCTIONS.....	9
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	10
4.1 EVALUATION PROCEDURES	10
4.2 BASIS OF SELECTION – LOWEST EVALUATED PRICE	10
4.3 INTERNAL APPROVALS	10
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	11
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	11
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	11
PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS	13
6.1 SECURITY REQUIREMENTS	13
6.2 INSURANCE REQUIREMENTS.....	13
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	14
A. STANDING OFFER	14
7.1 OFFER	14
7.2 SECURITY REQUIREMENTS	14
7.3 STANDARD CLAUSES AND CONDITIONS	14
7.4 TERM OF STANDING OFFER.....	14
7.5 AUTHORITIES	15
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	15
7.7 IDENTIFIED USERS	15
7.8 CALL-UP PROCEDURES	16
7.9 CALL-UP INSTRUMENT	16
7.10 NON-STANDING OFFER ITEMS.....	17
7.11 PRIORITY OF DOCUMENTS	17
7.12 CERTIFICATIONS AND ADDITIONAL INFORMATION	17
7.13 APPLICABLE LAWS	17
7.14 OFFICIAL LANGUAGES	17
7.15 GREEN PROCUREMENT	18
B. RESULTING CONTRACT CLAUSES	19
7.1 STATEMENT OF WORK.....	19
7.2 STANDARD CLAUSES AND CONDITIONS.....	19

7.3	TERM OF CONTRACT	19
7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	19
7.5	PAYMENT.....	19
7.6	INVOICING INSTRUCTIONS.....	20
7.7	INSURANCE – SPECIFIC REQUIREMENTS	20
7.8	DISPUTE RESOLUTION.....	20
ANNEX "A"		21
	STATEMENT OF WORK	21
ATTACHMENT 1 TO ANNEX A		27
	SPECIFICATIONS AND STANDARDS	27
ANNEX "B"		32
	MANDATORY EVALUATION CRITERIA	32
ATTACHMENT 1 TO ANNEX B		33
	MINIMUM EQUIPMENT AVAILABILITY.....	33
ATTACHMENT 2 TO ANNEX B		34
	TECHNICAL EVALUATION GRID.....	34
ANNEX "C"		38
	BASIS OF PAYMENT.....	38
ATTACHMENT 1 TO ANNEX C		43
	FINANCIAL EVALUATION PRICING GRID	43
ANNEX "D"		45
	INSURANCE REQUIREMENTS.....	45
ANNEX "E"		46
	SECURITY REQUIREMENTS CHECK LIST	46
ANNEX "F"		49
	942 FORM CALL-UP AGAINST A STANDING OFFER	49
ANNEX "G"		50
	OFFER OF SERVICES FORM.....	50

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer 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 offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

List of Annexes:

- | | |
|-----------|---|
| Annex "A" | Statement of Work |
| Annex "B" | Mandatory Evaluation Criteria |
| Annex "C" | Basis of Payment |
| Annex "D" | Insurance Requirements |
| Annex "E" | Security Requirements Check List |
| Annex "F" | Form 942 Call-up against a Standing Offer |
| Annex "G" | Offer of Services Form |

List of Attachments:

- | | |
|-------------------------|-----------------------------------|
| Attachment 1 to Annex A | Specifications and Standards |
| Attachment 1 to Annex B | Minimum Equipment Requirements |
| Attachment 2 to Annex B | Technical Evaluation Grid |
| Attachment 1 to Annex C | Financial Evaluation Pricing Grid |

1.2 Summary

The Department of Canadian Heritage (PCH) is looking for Offerors to provide a variety of LED Video Screen packages under Standing Offer Agreements for various events and celebrations held in the National Capital Region (NCR). This may include events that recur year to year or one-off special events that occur on an as required basis. PCH will issue up to two (2) Standing offers per category. Offerors may submit an Offer for only a specific category or for all of them.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.5 Other information

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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 Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2022-12-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

2.2 Submission of Offers

PCH will only accept offers by e-mail at contrats-contracting@pch.gc.ca. Offers transmitted by facsimile or mail to PCH will not be accepted.

Offers must only be submitted by e-mail by the date and time to the e-mail address indicated on page 1 of the **RFSO**.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

"fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when the successful bidder is a former public servant in receipt of a pension paid under the [Public Service Superannuation Act](#).

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c.. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- an individual;
- an individual who has incorporated;
- a partnership made of former public servants; or
- a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- name of former public servant;
- date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- name of former public servant;
- conditions of the lump sum payment incentive;
- date of termination of employment;
- amount of lump sum payment;
- rate of pay on which lump sum payment is based;
- period of lump sum payment including start date, end date and number of weeks;
- number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) business days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

PCH will exceptionally only accept offers by e-mail at contrats-contracting@pch.gc.ca. Offers transmitted by facsimile or mail to PCH will **not** be accepted.

The PCH e-mail server cannot accept any e-mail transmission that is **25 MB** or more. It is the responsibility of the Offeror to assure that their complete e-mail offer be delivered to PCH by the specified date and time. If due to e-mail or document size issues it is necessary to send documents using more than one e-mail, this is acceptable, but they must be referenced to each other. Offers that arrive after the specified date and time will not be accepted.

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

- Section I: Technical Offer
- Section II: Financial Offer
- Section III: Certifications

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) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex C, Basis of Payment. Offerors must submit rates for each of the items listed in the Basis of Payment at Annex "C".

Section III: Certifications

Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Each offer will be reviewed to determine whether it meets the mandatory requirements of the Request for Standing Offer. Offers that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.

Mandatory evaluation criteria are described in Annex "A" – Statement of Work, Attachment 1 to Annex A - Specifications and Standards, Annex "B" - Mandatory Evaluation Criteria and Attachment 1 to Annex B - Minimum Equipment Requirements.

4.1.2 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

For financial evaluation purposes only, the price of the offer will be calculated by using the Financial Evaluation Pricing Grid at Attachment 1 to Annex C.

4.2 Basis of Selection – Lowest Evaluated Price

To be declared responsive, an Offer must:

- (a) Comply with all the requirements of the Request for Standing Offer; and
- (b) Meet the mandatory technical criteria in Annex A, Attachment 1 to Annex A, Annex B and Attachment 1 to Annex B;

Offers not meeting (a) or (b) will be declared non-responsive. The two (2) offers for each of the three (3) categories of video screens described in the Statement of Work at Annex A with the lowest evaluated price will be recommended for issuance of a Standing Offer.

4.3 Internal Approvals

Offerors should note that all Standing Offers are subject to PCH's internal approvals process, which includes a requirement to approve funding in the amount of any proposed Standing Offer. Notwithstanding that an offeror may have been recommended for Standing Offer award, issuance of any Standing Offer will be contingent upon internal approval. If such approval is not given, no Standing Offer will be awarded.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer 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 property 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 Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Security Requirements – Required Documentation

In accordance with the [requirements of the Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Offeror must provide a completed Application for Registration (AFR) form to be given further consideration in the procurement process.

Offerors are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, offerors who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extensions granted by the Contracting Authority in its discretion), or if Canada requires further information from the Offeror in connection with assessing the request for security clearance

(i.e., information not required by the AFR), the Offeror will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Offeror fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.2.3 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

1. The Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **SITE ACCESS STATUS**, granted, or approved by PCH.
2. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of PCH.
3. The Offeror MUST NOT remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. The Offeror MUST NOT utilize its Information Technology systems to electronically process, produce or store **PROTECTED** information.
5. The Offeror must comply with the provisions of the Security Requirements Check List and security guide, attached at Annex E.

6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker, or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

1. The Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **SITE ACCESS STATUS**, granted, or approved by PCH.

2. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of PCH.

3. The Offeror MUST NOT remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

4. The Offeror MUST NOT utilize its Information Technology systems to electronically process, produce or store **PROTECTED** information.

5. The Offeror must comply with the provisions of the Security Requirements Check List and security guide, attached at Annex E.

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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 Works and Government Services Canada.

7.3.1 General Conditions

2005 (2022-12-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from date of award to March 31, 2025.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one (1) year period, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Nicole Sabourin
Procurement and Contracts Specialist
Contracting and Materiel Management Directorate
Canadian Heritage (PCH)
15 Eddy Street, 9th Floor (15-9-G)
Gatineau, QC K1A 0M5
Email: contrats-contracting@pch.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, the Standing Offer Authority is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is: (*To be provided at Standing Offer award*)

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Technical Authority

The Technical Authority for the Standing Offer will be identified at the issuance of a call-up against the Standing Offer.

7.5.4 Offeror's Representative

(*To be provided at Standing Offer award*)

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Offeror has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Canadian Heritage (PCH).

7.8 Call-up Procedures

- a) Each Call-up results in a separate contract between Canada and the Offeror.
- b) The Offeror acknowledges that no costs incurred before the receipt of a signed Call-up can be charged to this Standing Offer or any Call-ups made against it.
- c) The Offeror acknowledges and agrees that the terms and conditions set out in the Resulting Contract Clauses that form part of this Standing Offer apply to every Call-up made under this SO.
- d) **Multiple SOs:** The Offeror acknowledges that multiple SOs will be issued for this requirement. Call-ups will be allocated among the Offerors in accordance with the call-up process described below.
- e) **Only Authorized Call-ups to be Accepted:** The Offeror agrees only to perform individual Call-ups made by an authorized representative of Canada under this Standing Offer outlined below.
- f) **Ranking and Methodology for Multiple SOs:** If more than one SO is authorized per category of mobile stages, the following ranking methodology and call-up procedures will be used:
Multiple Standing Offers - Right of First Refusal

As more than one Standing Offer could be awarded for each category, a request to perform work will be sent to the first ranked Offeror in the specific category in the Offeror's order of ranking below.

If that Offeror confirms in writing that it is unable to provide the required services as a result of previous commitments under one or more than one authorized call-up, the request will be forwarded to the next highest ranked Offeror in the Offeror's order of ranking until another Offeror in the ranking can perform the task. If no Offeror in the ranking can supply the required equipment and labour, Canada reserves the right to acquire the equipment and labour by other means. An Offeror in the ranking may advise the Project Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under one or more than one authorized call-up and no request will be sent to that Offeror until that Offeror has given notice in writing to the Project Authority and the Contracting Authority that it is available to supply the services.

Up to two (2) Standing Offers for each of the three (3) categories of LED Video Screens will be awarded as a result of PCH bid solicitation number: 10222674. The Offeror's order of ranking is as follows:

CATEGORY 1: STAGE SUSPENDED VIDEO WALL PACKAGES

Ranked first: *Offeror to be determined*
Ranked second: *Offeror to be determined*

CATEGORY 2: OFFEROR SUPPLIED STRUCTURE SUSPENDED VIDEO WALL PACKAGE

Ranked first: *Offeror to be determined*
Ranked second: *Offeror to be determined*

CATEGORY 3: SELF STANDING LED VIDEO WALL

Ranked first: *Offeror to be determined*
Ranked second: *Offeror to be determined*

7.9 Call-up Instrument

The Work will be authorized or confirmed by Canadian Heritage using form 942 – Call up Against a Standing Offer (form attached at Annex "F").

7.10 Non-Standing Offer Items

For non-standing offer items, the Identified User may incorporate a total of 25% of the value of the call-up or \$40,000.00 (the lesser of the two) of non-standing offer items in the call-up against a standing offer (including applicable taxes).

7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2022-12-01), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (2022-12-01), General Conditions : Services – Medium Complexity;
- e) Annex A, Statement of Work;
- f) Annex C, Basis of Payment;
- g) Annex D, Insurance Requirements;
- h) Annex E, Security Requirements Check List;
- i) Annex F, Form 942 Call-up against a Standing Offer; and
- j) the Offeror's offer dated _____. (*To be provided at Standing Offer award*)

7.12 Certifications and Additional Information

7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*To be provided at Standing Offer award*)

7.14 Official Languages

The Department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Project Authority before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

7.15 Green Procurement

The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.

It is desirable that the Contractor, in provisioning the Service, procure electronic equipment, such as computer equipment, peripherals and telephony equipment, that meet the most current ENERGY STAR technical specifications for energy efficiency and other environmental specifications such as ISO 14000, WEEE, RoSH, EPEAT and IEEE 1680 standards, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor, in provisioning the Service, procures equipment and implements solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor abide by the guidelines set by the Electronics Product Stewardship Canada's organization for the disposal and recycling of electronic products owned by the Contractor and used to deliver the Service whether this equipment is located on the Contractor's premises or on GC customer premises.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2010C](#) (2022-12-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work must be completed in accordance with the Call-up against the Standing Offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Offeror has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment – 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.

7.5.2 Limitation of Expenditure

- a) The Contractor will be paid for Work performed under each approved call-up, in accordance with the Basis of Payment at Annex “C” of the Standing Offer.
- b) Canada’s total liability to the Contractor under any resultant Call-up will not exceed the Total Price specified in the Call-up.

7.5.3 Electronic Payment of Invoices – Call-up

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

- Direct Deposit

7.6 Invoicing Instructions

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.

Invoices must be distributed as follows:

- All invoices must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

7.7 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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 fulfill 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.8 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX "A"**STATEMENT OF WORK****1. Title**

Rental of LED video screens, screen supports and related equipment

2. Background**2.1 Objective**

The Department of Canadian Heritage (PCH) is looking for Offerors to provide a variety of LED Video Screen packages under Standing Offer Agreements for various events and celebrations held in the National Capital Region (NCR). This may include events that recur year to year or one-off special events that occur on an as required basis.

2.2 Context

Based on production demands PCH can decide to include screens in its events to supplement visibility of an activity or partner or to provide a stage backdrop.

PCH can also be called upon by partner organisations to provide screens for their events.

A Standing Offer provides PCH with predetermined pricing and variety of sizes and support methods to cater to the needs of a deployment.

The Offerors will be tasked in the delivery, installation, operation and removal of all-inclusive video screen(s) and necessary support equipment package(s). The packages are divided into three (3) distinct categories, not including peripheral equipment and personnel which are defined below in section 3.3.

3. Requirements**3.1 Scope**

PCH produces or provides support to a variety of public events in the NCR including Canada Day, Winterlude, Remembrance Day as well as one-time events. These events will often make use of Video Wall equipment for artistic support, public broadcast viewing, video messaging and other requirements.

These requirements can change from event to event and from site to site. Even for events that are repeated yearly, requirements can vary. The purpose of establishing a Standing Offer Agreement is to provide a baseline set of equipment from which PCH can draw to support both the regular and one-time events with standard packages.

Each package will be designed to support the widest number of scenarios PCH is likely to encounter. The specifics of each event (times, dates and duration) will vary but all technical call ups will be done within the scope of the Standing Offers.

3.2 Tasks, Activities, Deliverables and Milestones

The Offeror shall supply one or more systems that conform to the technical specifications set out below.

For each event, through initial discussions and the final Call Up documents, PCH will inform the Offeror of system choice, peripherals, locations and times where the systems are to be installed. PCH will arrange access points and times of access. The Offeror will need to supply names and dates of birth for all personnel

for purposes of security clearances.

The Offeror must supply the make, model and license plate number for all vehicles and trailers entering work sites.

For all events, the system must be assembled and fully tested, ready for use one (1) hour before the start of the first scheduled use.

The Offeror will ensure that the system is staffed continuously according to the schedule, with the exceptions of scheduled breaks and timely breaks.

Further technical details are provided in Section 3 of this document and Attachment 1 to Annex A.

3.3 Specifications and Standards

Further technical specifications for categories 1 to 3 and each of their sub-categories described below are included in Attachment 1 to Annex A - Specifications and Standards. They are the minimum requirements for this Standing Offer.

CATEGORY 1: STAGE SUSPENDED VIDEO WALL PACKAGES

Screens to be suspended from an existing structure generally but not limited to outdoor mobile or site erected stages. The screen(s) may be suspended under the covered roof of a stage, from a side wing structure or from any other appropriate structure as designated by PCH.

It will be the responsibility of PCH to ensure the structure can support the weight of the screen and its associated equipment.

The offeror must provide total weight and point load, including their rigging, when requested, within 3 business days of a request.

CATEGORY 2: OFFEROR SUPPLIED STRUCTURE SUSPENDED VIDEO WALL PACKAGES

Screens to be suspended from a structure supplied by the Offeror. The structure(s) may be constructed of existing structurally appropriate materials (e.g. truss or scaffolding) or a proprietary system owned by the Offeror. Any system used to support the video wall should be capable of supporting the load and must include drawings certified and stamped by an engineer licensed to practice in the provinces of Ontario or Quebec based on the location.

Offeror must include system drawings for reference with their proposal.

CATEGORY 3: SELF STANDING LED VIDEO WALL PACKAGES

Self-standing LED video wall systems generally sit upon a flat stable surface such as stage decking, scaffolding or, where practical, directly on flat and level ground. The support system design is at the discretion of the Offeror, so long as the system is approved by the manufacturer for use in this fashion. It is expected that the support structure would reside behind the video wall and would not be visible to the viewer if seen from directly in front. Care should be taken to clean up any visible parts if viewed from the side.

Offeror must include system drawings for reference with their proposal.

CATEGORY 4: PERIPHERAL EQUIPMENT

Peripheral equipment is equipment that will be called upon to complete the above packages for specific scenarios.

4.1 Single LED Video Tile

Some projects will require additional tiles more than the package provides. The cost for each additional tile must include, not limited to, all cabling, rigging and labour to install and dismantle.

4.2 Signal distribution

The signal distribution system must be capable of transmitting a clean undistorted and unaltered signal up to 200 meters from the original source.

- 4.2.1: 1 input 4 output signal distribution system
- 4.2.2: 1 input 8 output signal distribution system

4.3 Matrix switching system

A matrix switching unit must be capable of routing any of its supplied input signals to any output. The system must include a monitoring solution that allows all inputs to be monitored at once and to monitor program outputs.

- 4.3.1: 8 input 4 output matrix switching system
- 4.3.2: 8 input 8 output matrix switching system

4.4 Production Switcher

A production switcher must be capable of receiving a variety of input sources and formats including computer signals to a minimum of SXGA, composite and component video, DVI, HDMI, HD/SDI and 4K.

In addition, the switcher must be capable of providing:

- 1) Monitoring for each input
- 2) Transitions including mixes, dips and wipes
- 3) Be capable of adding a broadcast style switch controller for additional control

- 4.4.1: 8 input production switcher
- 4.4.2: 16 input production switcher
- 4.4.3: Broadcast switching controller

The Broadcast Switching Controller must provide additional control to the Production Switcher including single button access to transition controls and a minimum of one T-Bar control for manual transitions.

4.5 Video playback system

A video playback system shall be a system capable of ingesting and storing a minimum of 120 minutes of high-definition video with stereo (left/right) audio. The control software for the system must be capable of building playlists and timelines, be able to play clips in random or non-linear fashion and must be able to accept external synchronization as necessary. The system must be able to distribute the audio to an external audio system using XLR outputs.

CATEGORY 5: PERSONNEL

Each system listed above is to include all the personnel required for the delivery and set-up of the system, a System Technician for up to 12 hours per day on rehearsal and show days, and all personnel required for dismantle and removal of the system. Rental periods and the days allocated to tasks including set-up, rehearsals and dismantling are defined in Annex C (Basis of Payment).

PCH may on occasion request additional personnel depending on the complexity of the event.

5.1 System Technician: A System Technician shall have full working knowledge of all equipment provided and shall direct and supervise all staff and assign tasks while on site. The System Technician shall report to the PCH representative (member of the PCH technical team) as needed.

5.2 Production Switcher Operator: The production switcher shall have a full working knowledge of any switching and scaling equipment provided and will perform set-up and switch operations under the direction of the System Technician, PCH representative (member of the PCH technical team) or designated third party.

5.3 Production Playback Operator: The production playback operator shall have a full working knowledge of the supplied playback system and shall be able to perform functions such as uploading content, assembling play lists and timelines and playback under the direction of the System Technician, PCH representative (member of the PCH technical team) or designated third party.

5.4 General Technician: A general technician would assist in any general capacity relating to the supplied equipment including but not limited to: assembling of screens and structures, placement of equipment, cabling, etc.

3.4 Technical, Operational and Organizational Environment

The Offeror will be tasked in handling and routing the video program as well as partner messaging to the LED screen for viewing by the live audience. This will be achieved by equipment and personnel supplied by the Offeror. Sources of signals could include computer generated stills, graphic or movie files, cameras, video program from a broadcaster and these could originate from stage or from the control room. The purpose is to increase the visitors' experience.

Specific content format must be indicated in the technical requirements, PCH will supply content files for playback on the offeror supplied system that adhere to these requirements.

3.5 Project Management Control Procedures

The PCH individual identified in the resulting call-ups against a Standing Offer as the Technical Authority shall be present during the set up and event or delegate a competent person to replace them. The System Technician shall report to that person the progress of the installations/dismantling based on the timeline outlined for each event.

4. Other Terms and Conditions

4.1 PCH's Obligation

PCH will:

1. Assign a Technical Authority to coordinate the activities
2. Make all final decisions such as scheduling changes, screen locations, etc.
3. Provide vehicular and pedestrian traffic control measures

4. Provide general site security
5. Provide all video content
6. Provide access to selected locations

4.2 Offeror's Obligations

The Offeror shall:

1. Assign a representative who will be available to coordinate their activities.
2. Provide all necessary equipment and peripherals needed for the delivery of the services.
3. Provide all necessary equipment and cabling necessary to route video signals to and from stage (video signal from artist to control room and video signal from control room to video screen).
4. Provide all necessary labour and logistics for the site delivery, installation, operation, and removal of the equipment.
5. Provide all necessary information regarding vehicle and personnel needed for security screening to enable site access.
6. Provide substitute personnel when security clearances cannot be granted.
7. Arrange, pay for and provide to PCH an on-site electrical inspection and certificate of conformity from Electrical Safety Authority when operating in Ontario.

4.3 Location of Work, Work site and Delivery Point

The work will be conducted rain, shine or snow outdoors. The screen may be outdoors and fully exposed to the elements or may be covered depending on the requirements for each event. The Offeror should make allowance that at least part of the work will be performed outdoors. The location of the events will be determined by PCH and PCH will ensure that the site is accessible, safe and suitable to work being performed. PCH will communicate the location to the Offeror in reasonable time and provide directions to the site.

4.4 Special Requirements

All equipment or assemblies used to provide these services must bear a recognized acceptance label for its use in Canada. Electric equipment must have, as examples, a CSA, cUL, Intertek or other label certifying the product for use in Québec and Ontario. All electric equipment exposed to the elements must also be approved for outdoor use. Proof of approval must be provided when requested.

The Offeror must also abide by all health and safety regulations and guidelines imposed by the Ministry of Labour of Ontario or Quebec depending on where the work is performed. All personnel involved must be skilled in the trade they are performing and possess valid certification where regulated. If operation of equipment requiring certification is needed, the operator must be certified to use such equipment and must carry documented proof of qualification. The use of personal protective equipment must be used where mandated by laws, codes or guidelines.

4.5 Travel and Living

All travel lodging and per diems for the support personnel must be included in the total cost for this service. No additional billing will be accepted for travel and living expenses.

All work is to be performed in the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: [Department of Justice](#).

4.6 Project Schedule

Expected Start and Completion Dates

The start and completion dates will vary and will be determined on each Call-up against the Standing Offer issued.

5. Required Resources or Types of Roles to be performed

Offerors must provide all key personnel and specialized labourers needed for the planning, delivery, installation, operation, maintenance and removal of the equipment. The company System Technician must possess the knowledge necessary to lead the team in achieving the specified work in the time allotted. The System Technician and Operators must also have extensive knowledge of the equipment provided and its operation as well as industry best practices in the delivery of such services.

6. Applicable Documents

Site plan identifying infrastructure locations and a production schedule will be provided to the Offeror at least 7 days prior to an event.

ATTACHMENT 1 TO ANNEX A
SPECIFICATIONS AND STANDARDS

Category	Sub-category	Description	Technical requirements specific to Sub-Category	Specifications applicable to all sub-categories
<p align="center">1</p> <p align="center">Stage Suspended Video Wall Packages</p>	<p align="center">1.1</p>	<p>3.5 meter width by 2.0 meter height</p> <p>The Video Wall shall have a viewing area of 3.5 meters in width and 2.0 meters in height. A variance of up to 25 centimeters will be permitted in both dimensions. 16:9 content must be electronically scaled to a 16:9 aspect ratio that will fill the width of the screen. The offeror will be responsible for providing an appropriate scaler.</p>	<ul style="list-style-type: none"> - Power consumption no greater than 80 amps 3 phases at 120/208 volts - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 100 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. - Total weight for the system including, but not limited to, video panels, hanging brackets, truss, motors, associated rigging and cabling is not to exceed 750lbs (340 Kg) 	<p>The screen shall meet the following specifications:</p> <ul style="list-style-type: none"> - Pixel pitch of no greater than 8 millimeters - Minimum brightness of 4000 nits - Must have a minimum viewing angle of 120 degrees in the horizontal plane and 120 degrees in the vertical plane. - The screen shall be fitted with a system that allows the screen to be mounted in a curved shape. The system must be able to curve a minimum of 15 degrees forward or backward over a distance of 1 meter. - Able to resist a wind load of 50 km/h while raised and 60 km/h when lowered - Bear an approved electrical certification for use in Ontario and Québec - Be certified for outdoor use in Ontario and Québec <p>System price must include:</p> <ul style="list-style-type: none"> - All rigging required to suspend the screen including but not limited to truss, bumpers, lifting devices (chainfalls or chain motors) spansets, shackles, wire rope, etc. Rigging to be done by offeror or through a competent third party provided and paid for by the offeror. - One processor/switcher capable of scaling and switching a minimum of four sources including computer signals (SVGA, XGA, SXGA etc.) composite and component video, DVI, HDMI, HD SDI and 4K. - One program and one preview monitor with the processor - All cabling to transmit signal from source to screen up to 75 meters (250 feet) - The video wall and all required video wall equipment to install - All costs related to delivery, installation, rigging, operation for up to 12 hours per day, maintenance and removal.
	<p align="center">1.2</p>	<p>4.5 meter width by 2.5 meter height</p> <p>The Video Wall shall have a viewing area of 4.5 meters in width and 2.5 meters in height. A variance of up to 25 centimeters in both dimensions will be permitted so long as 16:9 content can be electronically scaled to a 16:9 aspect ratio that will fill the width of the screen. The offeror will be responsible for providing an appropriate scaler.</p>	<ul style="list-style-type: none"> - Power consumption no greater than 80 amps 3 phases at 120/208 volts - All equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 100 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. - Total weight for the system including, but not limited to, video panels, hanging brackets, truss, 	

Category	Sub-category	Description	Technical requirements specific to Sub-Category	Specifications applicable to all sub-categories
<p style="text-align: center;">1</p> <p style="text-align: center;">Stage Suspended Video Wall Packages</p>			<p>motors, associated rigging and cabling is not to exceed 1750lbs (794 Kg)</p>	
	<p style="text-align: center;">1.3</p>	<p>6.0 meter width by 3.5 meter height</p> <p>The Video Wall shall have a viewing area of 6 meters in width and 3.5 meters in height. A variance of up to 25 centimeters in both dimensions will be permitted as long as 16:9 content can be electronically scaled to a 16:9 aspect ratio that will fill the width of the screen. The offeror will be responsible for providing an appropriate scaler.</p>	<ul style="list-style-type: none"> - Power consumption no greater than 100 amps 3 phases at 120/208 volts - All equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 100 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. - Total weight for the system including, but not limited to, video panels, hanging brackets, truss, motors, associated rigging and cabling is not to exceed 2500lbs (1134 Kg) 	
	<p style="text-align: center;">1.4</p>	<p>7.0 meter width by 4.0 meter height</p> <p>The Video Wall shall have a viewing area of 7 meters in width and 4 meters in height. A variance of up to 25 centimeters less will be permitted in both dimensions so long as 16:9 content can be electronically scaled to a 16:9 aspect ratio that will fill the width of the screen. The offeror will be responsible for providing an appropriate scaler.</p>	<ul style="list-style-type: none"> - Power consumption no greater than 150 amps 3 phases at 120/208 volts - All equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 200 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. - Total weight for the system including, but not limited to, video panels, hanging brackets, truss, motors, associated rigging and cabling is not to exceed 3500lbs (1588 Kg) 	

Category	Sub-category	Description	Technical requirements specific to Sub-Category	Specifications applicable to all sub-categories
2 Offeror Supplied Structure Suspended Video Walls Packages	2.1	3.5 meter width by 2.0 meter height The Video Wall shall have a viewing size of 3.5 meters in width and 2.0 meters in height. A variance of up to 25 centimeters in both dimensions will be permitted. 16:9 content must be scaled to a 16:9 aspect ratio that will fill the width of the screen.	<ul style="list-style-type: none"> - Power consumption no greater than 80 amps 3 phases at 120/208 volts - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 100 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. 	The screen shall meet the following specifications: <ul style="list-style-type: none"> - Pixel pitch of no greater than 8 millimeters - Minimum brightness of 4000 nits - Have a minimum viewing angle of 120 degrees in the horizontal plane and 120 degrees in the vertical plane. - Must be able to resist a wind load of 50 km/h while raised and 60 km/h when lowered - Bear an approved electrical certification for use in Ontario and Québec - Be certified for outdoor use in Ontario and Québec The support structure shall meet the following specifications: <ul style="list-style-type: none"> - Shall be constructed of materials appropriate to the purpose either from materials common to the event industry (e.g. rigging truss or scaffolding) - Be of sufficient height to raise the screen to a height of 2 meters measured from the ground to the lowest part of the screen. - Be able to withstand a wind load of up to 60 km/h with the screen raised in position and up to 80 km/h with the screen lowered to the ground. - The Offeror must include in the bid scaled drawings of the proposed structure. - The Offeror must supply detailed drawings(required at time of issuance of a Call-up against the Standing Offer) of the proposed structure(s) that have been approved and stamped by a Professional Engineer licensed to operate in the province of Ontario or the province of Québec depending on where the work is to be done. System price must include: <ul style="list-style-type: none"> - All rigging required to suspend the screen including but not limited to truss, bumpers, lifting devices (chainfalls or chain motors) spansets, shackles, wire rope, etc. - One processor/switcher capable of scaling and switching a minimum of four sources including computer signals (SVGA, XGA, SXGA etc.) composite and component video, DVI, HDMI, HD SDI and 4K.
	2.2	4.5 meter width by 2.5 meter height The Video Wall shall have a viewing area of 4.5 meters in width and 2.5 meters in height. A variance of up to 25 centimeters in both dimensions will be permitted. 16:9 content must be scaled to a 16:9 aspect ratio that will fill the width of the screen. The offeror will be responsible for providing an appropriate scaler.	<ul style="list-style-type: none"> - Power consumption no greater than 80 amps 3 phases at 120/208 volts - All equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 100 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. 	
	2.3	6.0 meter width by 3.5 meter height The Video Wall shall have a viewing area of 6 meters in width and 3.5 meters in height. A variance of up to 25 centimeters in both dimensions will be permitted. 16:9 content must be scaled to a 16:9 aspect ratio that will fill the width of the screen. The offeror will be responsible for providing an appropriate scaler.	<ul style="list-style-type: none"> - Power consumption no greater than 100 amps 3 phases at 120/208 volts - All equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 100 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. 	

Category	Sub-category	Description	Technical requirements specific to Sub-Category	Specifications applicable to all sub-categories
	2.4	<p>7.0 meter width by 4.0 meter height</p> <p>The Video Wall shall have a viewing size of 7 meters in width and 4.0 meters in height. A variance of up to 25 centimeters less in both dimensions will be permitted. 16:9 content must be scaled to a 16:9 aspect ratio that will fill the width of the screen. The offeror will be responsible for providing an appropriate scaler.</p>	<ul style="list-style-type: none"> - Power consumption no greater than 150 amps 3 phases at 120/208 volts - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 200 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. 	<ul style="list-style-type: none"> - One program and one preview monitor with the processor - Cabling to transmit signal from source to screen up to 75 meters (250 feet) - The structure and all its components including ballast - The video wall and all required video wall equipment to install - The cost of engineering certification - The cost of any heavy machinery required to assemble to structure and its components. - All costs related to delivery, rigging, installation, operation for up to 12 hours per day, maintenance and removal.
3 Self- Standing LED Video Wall Packages	3.1	<p>3.5 meter width by 2.0 meter height</p> <p>The Video Wall shall have a viewing size of 3.5 meters in width and 2.0 meters in height. A variance of up to 25 centimeters in both dimensions will be permitted. 16:9 content must be scaled to a 16:9 aspect ratio that will fill the width of the screen. The offeror will be responsible for providing an appropriate scaler.</p>	<ul style="list-style-type: none"> - Have a power consumption of no greater than 80 amps 3 phases at 120/208 volts - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 100 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. 	<ul style="list-style-type: none"> - Pixel pitch of no greater than 8 millimeters - Minimum brightness of 4000 nits - Have a minimum viewing angle of 120 degrees in the horizontal plane and 120 degrees in the vertical plane. - Able to resist a wind load of 50 km/h when in position. - Bear an approved electrical certification for use in Ontario and Québec - Be certified for outdoor use in Ontario and Québec
	3.2	<p>4.5 meter width by 2.5 meter height</p> <p>The Video Wall shall have a viewing area of 4.5 meters in width and 2.5 meters in height. A variance of up to 25 centimeters in both dimensions will be permitted. 16:9 content must be scaled to a 16:9 aspect ratio that will fill the width of the screen. The</p>	<ul style="list-style-type: none"> - Have a power consumption of no greater than 80 amps 3 phases at 120/208 volts - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 100 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. 	

Category	Sub-category	Description	Technical requirements specific to Sub-Category	Specifications applicable to all sub-categories
		offeror will be responsible for providing an appropriate scaler.		System price must include: <ul style="list-style-type: none"> - One processor/switcher capable of scaling and switching a minimum of four sources including computer signals (SVGA, XGA, SXGA etc.) composite and component video, DVI, HDMI, HD/SDI and 4K. - One program and one preview monitor with the processor - All necessary cabling to transmit signal from source to screen to a distance of up to 45 meters (150 feet) - The support structure and all its components including ballast - The video wall and all required video wall equipment to install - The cost of engineering certification - The cost of any heavy machinery required to assemble to structure and its components. - All costs related to delivery, rigging, installation, operation for up to 12 hours per day, maintenance and removal.
	3.3	6.0 meter width by 3.5 meter height The Video Wall shall have a viewing area of 6 meters in width and 3.5 meters in height. A variance of up to 25 centimeters in both dimensions will be permitted. 16:9 content must be scaled to a 16:9 aspect ratio that will fill the width of the screen. The offeror will be responsible for providing an appropriate scaler.	<ul style="list-style-type: none"> - Have a power consumption of no greater than 100 amps 3 phases at 120/208 volts - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 100 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. 	
	3.4	7.0 meter width by 4.0 meter height The Video Wall shall have a viewing size of 7 meters in width and 4.0 meters in height. A variance of up to 25 centimeters less in both dimensions will be permitted. 16:9 content must be scaled to a 16:9 aspect ratio that will fill the width of the screen. The offeror will be responsible for providing an appropriate scaler.	<ul style="list-style-type: none"> - Have a power consumption of no greater than 150 amps 3 phases at 120/208 volts - All necessary equipment for electrical distribution including up to 30 meters of camlock cable and an appropriate interface to convert 200 amps 3 phase 120/208 volt electrical power to power of appropriate connections voltage and amperage for the screen. 	

ANNEX "B"
MANDATORY EVALUATION CRITERIA

MANDATORY EVALUATION CRITERIA: The Offer must meet all mandatory criteria to be considered compliant. Failure on the part of the Offeror in meeting mandatory criterion will result in the Offer being deemed non-compliant and no further consideration will be given.

MANDATORY CRITERIA – RENTAL OF LED VIDEO SCREENS AND RELATED EQUIPMENT					
Mandatory Requirements		Met	Not Met	Cross- Reference in the Offer	
M1	The Offeror must demonstrate compliance with the Specifications and Standards of each Category and Sub-Category for which they are submitting an Offer, as defined in the Statement of Work at Annex A and the Specifications and Standards at Attachment 1 to Annex A. Offerors must complete and submit a completed Attachment 2 to Annex B to demonstrate compliance with the technical requirements.				
M2	The Offeror must demonstrate that it possesses, or has access to, the minimum equipment requirements for each of the Categories for which they are submitting an Offer. Minimum requirements per sub-category are defined at Attachment 1 to Annex B.				

ATTACHMENT 1 TO ANNEX B

MINIMUM EQUIPMENT AVAILABILITY

The Offeror must demonstrate that it possesses or has access to the following equipment at all times and for any given event.

PCH may have requirements on events for multiple screens. For technical and aesthetic reasons, it may be necessary for these screens to be identical especially with multiple screens of the same size at the same location. The grid below will lay out the maximum number of screens required of each given size. The Offeror must possess sufficient stock of components to fulfill the requirements of the categories for which they are making an offer. It is not required that the Offeror have sufficient stock to fill all categories on which they make an Offer but must have sufficient **identical** components for any given category.

Note: PCH acknowledges that there may be circumstances such as late date increases in requirements that may leave the Offeror without sufficient components to supply identical units. PCH may at its sole discretion permit the use of non-identical components provided all other technical and mandatory requirements are met.

The table below defines the number of identical units to be available for each sub-category.

Category 1: Stage Suspended Video Wall

Sub-category	Size	Requirement
1.1	3.5 meter width x 2.0 meter height	2 units
1.2	4.5 meter width x 2.5 meter height	2 units
1.3	6.0 meter width x 3.5 meter height	2 unit
1.4	7.0 meter width x 4.0 meter height	2 unit

Category 2: Offeror Supplied Structure Suspended Video Wall

Sub-category	Size	Requirement
2.1	3.5 meter width x 2.0 meter height	2 units
2.2	4.5 meter width x 2.5 meter height	2 units
2.3	6.0 meter width x 3.5 meter height	2 units
2.4	7.0 meter width x 4.0 meter height	1 unit

Category 3: Self-Standing Video Wall

Sub-category	Size	Requirement
3.1	3.5 meter width x 2.0 meter height	2 units
3.2	4.5 meter width x 2.5 meter height	2 units
3.3	6.0 meter width x 3.5 meter height	1 unit
3.4	7.0 meter width x 4.0 meter height	1 unit

ATTACHMENT 2 TO ANNEX B
TECHNICAL EVALUATION GRID

The grid will serve as a checklist of mandatory specifications that must be filled out for an Offer to be considered. Any system not fulfilling the mandatory specifications will be removed from consideration. Complete each section which will be cross checked for conformity during the evaluation process. The tables below must be completed for each Category and Sub-Category for which an Offer is being presented.

CATEGORY 1: STAGE SUSPENDED VIDEO WALL PACKAGE
1.1: 3.5 meter width by 2.0 meter height stage suspended video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Raised		YES / NO
Wind resistance: Lowered		YES / NO
Total weight of system		YES / NO
Sufficient components for 2 identical units		YES / NO

1.2: 4.5 meter width by 2.5 meter height stage suspended video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Raised		YES / NO
Wind resistance: Lowered		YES / NO
Total weight of system		YES / NO
Sufficient components for 2 identical units		YES / NO

1.3: 6 meter width by 3.5 meter height stage suspended video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Raised		YES / NO
Wind resistance: Lowered		YES / NO
Total weight of system		YES / NO
Sufficient components for 2 identical units		YES / NO

1.4: 7 meter width by 4.0 meter height stage suspended video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Raised		YES / NO
Wind resistance: Lowered		YES / NO
Total weight of system		YES / NO
Sufficient components for 2 identical units		YES / NO

CATEGORY 2: OFFEROR SUPPLIED STRUCTURE SUSPENDED VIDEO WALL PACKAGE
2.1: 3.5 meter width by 2.0 meter height contractor supplied structure suspended video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Raised		YES / NO
Wind resistance: Lowered		YES / NO
Wind resistance of structure		YES / NO
Ground clearance of screen		YES / NO
Sufficient components for 2 identical units		YES / NO
System drawings included		YES / NO

2.2: 4.5 meter width by 2.5 meter height contractor supplied structure suspended video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Raised		YES / NO
Wind resistance: Lowered		YES / NO
Wind resistance of structure		YES / NO
Ground clearance of screen		YES / NO
Sufficient components for 2 identical units		YES / NO
System drawings included		YES / NO

2.3: 6 meter width by 3.5 meter height contractor supplied structure suspended video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Raised		YES / NO
Wind resistance: Lowered		YES / NO
Wind resistance of structure		YES / NO
Ground clearance of screen		YES / NO
Sufficient components for identical 2 units		YES / NO
System drawings included		YES / NO

2.4: 7 meter width by 4 meter height contractor supplied structure suspended video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Raised		YES / NO
Wind resistance: Lowered		YES / NO
Wind resistance of structure		YES / NO
Ground clearance of screen		YES / NO
Sufficient components for 1 unit		YES / NO
System Drawings included		YES / NO

CATEGORY 3: SELF STANDING VIDEO WALL PACKAGE
3.1: 3.5 meter width by 2.0 meter height self-standing video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Screen		YES / NO
Wind resistance: Structure		YES / NO
Platform height: Minimum		YES / NO
Platform height: Maximum		YES / NO
Sufficient components for 2 identical units		YES / NO

3.2: 4.5 meter width by 2.5 meter height self-standing video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Screen		YES / NO
Wind resistance: Structure		YES / NO
Platform height: Minimum		YES / NO
Platform height: Maximum		YES / NO
Sufficient components for 2 identical units		YES / NO

3.3: 6 meter width by 3.5 meter height self-standing video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Screen		YES / NO
Wind resistance: Structure		YES / NO
Platform height: Minimum		YES / NO
Platform height: Maximum		YES / NO
Sufficient components for 1 unit		YES / NO

3.4: 7 meter width by 4.0 meter height self-standing video wall

Specification	Supplied item specification	Conformity
Brightness		YES / NO
Pixel pitch		YES / NO
Viewing Angle: Horizontal		YES / NO
Viewing Angle: Vertical		YES / NO
Horizontal Dimension		YES / NO
Vertical Dimension		YES / NO
Power consumption		YES / NO
Wind resistance: Screen		YES / NO
Wind resistance: Structure		YES / NO
Platform height: Minimum		YES / NO
Platform height: Maximum		YES / NO
Sufficient components for 1 unit		YES / NO

ANNEX "C"

BASIS OF PAYMENT

The Offeror will be paid in accordance with the following Basis of Payment pursuant to the issuance of a Call-up.

All prices must include all possible delivery costs to the NCR, applicable tax(es) extra.

During the period of the Standing Offer, for Work performed or goods delivered in accordance with each Call-up against the Standing Offer, the Offeror will be paid as specified below.

Note: All proposed personnel must be available to work outside normal office hours for the duration of the Standing Offer. No overtime charges will be authorized under this Standing Offer. Payment will be for hours worked.

Price Adjustments

Beginning in Option Year 1 (April 1, 2025), all prices will be adjusted annually by applying an economic indicator to the previous year's prices. The annual average of the percentage change in the Core Consumer Price Index (CPI), as published by the Bank of Canada, will be used to determine the prices for year 2, and any option years exercised. The data used to calculate the annual average percentage change can be found at the following Bank of Canada webpage:

[Consumer Price Index, 2000 to Present - Bank of Canada](#)

The prices of the previous year will be multiplied by the “ % change” published for the twelve month period preceding the Standing Offer anniversary date (for the following year) or the month preceding the month in which the option is exercised.

RENTAL PERIOD DEFINITIONS

One Day Rental

For each package:

- One day will be given for installation/testing of the screen and any supporting equipment.
- one day for rehearsal.
- One day for event.
- One day for dismantle and removal of the screen.
- Any additional personnel required for operation (not including the System Technician) will be booked from the Personnel cost table below in the Basis of Payment at Annex C. Any hours over the 12 hours allocated for the System Technician will be paid at the all-inclusive rate listed below.

Subsequent Day Rental

The Subsequent Day Rental rate is a rental rate for additional days for a screen that is already installed. Any personnel required for operation (not including the System Technician) will be booked from the Personnel cost table below of the Basis of Payment at Annex C. Any hours over the 12 hours allocated for the System Technician will be paid at the all-inclusive rate listed below.

One Week Rental

For each package:

- One day will be given for installation/testing of the screen and any supporting equipment.
- Six rehearsals or show days or mix thereof.
- One day for dismantle and removal of the screen.
- Any personnel required for operation (not including the System Technician) will be booked from the Personnel cost table below in the Basis of Payment at Annex C. Any hours over the 12 hours allocated for the System Technician will be paid at the all-inclusive rate listed below.

Subsequent Week Rental

The Subsequent Week Rental rate is for additional weeks, for a screen that is already installed. This price will include the use of the screen for seven (7) additional days. Any personnel required for operation (not including the System Technician) will be booked from the Personnel cost table below of the Basis of Payment at Annex C. Any hours over the 12 hours allocated for the System Technician will be paid at the all-inclusive rate listed below.

One Month Rental

For each package:

- One day will be given for installation/testing of the screen and any supporting equipment.
- Twenty-nine rehearsal or show days or mix thereof.
- One day for dismantle and removal of the screen.
- Any personnel required for operation (not including the System Technician) will be booked from the Personnel cost table below in the Basis of Payment at Annex C. Any hours over the 12 hours allocated for the System Technician will be paid at the all-inclusive rate listed below.

Notes to Offerors:

- *If only submitting an Offer for one or two of the three (3) categories of screens, Offerors are only required to complete the table for the corresponding category(ies) of the Standing Offer AND provide rates for peripheral equipment (Category 4) and personnel (Category 5).*
- *Pricing is to be provided for single units of each category and sub-category.*

A. Firm all-inclusive Prices

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1. Initial Period (Date of award to March 31, 2025)

Category	Sub-Category	Description	Daily Rate	Subsequent Day Rate	Weekly Rate	Subsequent Week Rate	Monthly Rate
1 Stage Suspended Video Wall Packages	1.1	3.5 meter width by 2.0 meter height					
	1.2	4.5 meter width by 2.5 meter height					
	1.3	6.0 meter width by 3.5 meter height					
	1.4	7.0 meter width by 4.0 meter height					
2 Offeror Supplied Structure Suspended Video Wall Packages	2.1	3.5 meter width by 2.0 meter height					
	2.2	4.5 meter width by 2.5 meter height					
	2.3	6.0 meter width by 3.5 meter height					
	2.4	7.0 meter width by 4.0 meter height					
3 Self-Standing LED Video Wall Packages	3.1	3.5 meter width by 2.0 meter height					
	3.2	4.5 meter width by 2.5 meter height					
	3.3	6.0 meter width by 3.5 meter height					
	3.4	7.0 meter width by 4.0 meter height					

Category	Sub-Category	Description		Daily Rate	Subsequent Day Rate	Weekly Rate	Subsequent Week Rate	Monthly Rate
4 Peripheral Equipment	4.1 Single Tile	4.1	Single LED Video Tile					
	4.2 Signal Distribution	4.2.1	1 input 6 output signal distribution system					
		4.2.2	1 input 12 output signal distribution system					
	4.3 Matrix Switching System	4.3.1	8 input 4 output matrix switching system					
		4.3.2	8 input 8 output matrix switching system					
	4.4 Production Switcher	4.4.1	8 input Production Switcher					
		4.4.2	16 input Production Switcher					
		4.4.3	Broadcast Switching Controller					
	4.5 Video Playback System	4.5	Video Playback System					

Category	Sub-Category	Description	All-Inclusive Hourly Rate*
5 Personnel	5.1	System Technician	
	5.2	Production Switcher	
	5.3	Production Playback Operator	
	5.4	General Technician	

2. CANCELLATIONS

If Canada cancels or reschedules an event, the Offeror will be paid as follows:

Cancellation or Reschedule – less than 48 hours before event	100% of firm all-inclusive call-up value
Cancellation or Reschedule – more than 48 hours before the event	Invoice for work performed

ATTACHMENT 1 TO ANNEX C
FINANCIAL EVALUATION PRICING GRID

The Financial Evaluation Grid will be used for the financial evaluation and is to be completed by the Contracting Authority only.

Category 1	(A)	(A1)	(B)	(B1)	(C)	(C1)	(D)	(D1)	Total (A x A1) + (B x B1) + (C x C1) + (D x D1)
Stage Suspended Video Wall Package	Daily Rate	Weighting (%)	Subsequent Day Rate	Weighting (%)	Weekly Rate	Weighting (%)	Subsequent Week Rate	Weighting (%)	
1.1 - 3.5 meter wide by 2.0 meter high		30.00%		20.00%		30.00%		20.00%	\$0.00
1.2 - 4.5 meter wide by 2.5 meter high		30.00%		20.00%		30.00%		20.00%	\$0.00
1.3 - 6.0 meter wide by 3.5 meter high		30.00%		20.00%		30.00%		20.00%	\$0.00
1.4 - 7.0 meter wide by 4.0 meter high		30.00%		20.00%		30.00%		20.00%	\$0.00
Category Total									\$0.00

Category 2	(A)	(A1)	(B)	(B1)	(C)	(C1)	(D)	(D1)	Total (A x A1) + (B x B1) + (C x C1) + (D x D1)
Offeror Supplied Structure Suspended Video Wall Packages	Daily Rate	Weighting (%)	Subsequent Day Rate	Weighting (%)	Weekly Rate	Weighting (%)	Subsequent Week Rate	Weighting (%)	
2.1 - 3.5 meter wide by 2.0 meter high		30.00%		20.00%		30.00%		20.00%	\$0.00
2.2 - 4.5 meter wide by 2.5 meter high		30.00%		20.00%		30.00%		20.00%	\$0.00
2.3 - 6.0 meter wide by 3.5 meter high		30.00%		20.00%		30.00%		20.00%	\$0.00
2.4 - 7.0 meter wide by 4.0 meter high		30.00%		20.00%		30.00%		20.00%	\$0.00
Category Total									\$0.00

Category 3 Self-standing Video Wall Packages	(A) Daily Rate	(A1) Weighting (%)	(B) Subsequent Day Rate	(B1) Weighting (%)	(C) Weekly Rate	(C1) Weighting (%)	(D) Subsequent Week Rate	(D1) Weighting (%)	Total (A x A1) + (B x B1) + (C x C1) + (D x D1)
3.1 - 3.5 meter wide by 2.0 meter high		30.00%		20.00%		30.00%		20.00%	\$0.00
3.2 - 4.5 meter wide by 2.5 meter high		30.00%		20.00%		30.00%		20.00%	\$0.00
3.3 - 6.0 meter wide by 3.5 meter high		30.00%		20.00%		30.00%		20.00%	\$0.00
3.4 - 7.0 meter wide by 4.0 meter high		30.00%		20.00%		30.00%		20.00%	\$0.00
Category Total									\$0.00

Total for financial evaluation = \$ _____

ANNEX "D"**INSURANCE REQUIREMENTS****1. Commercial General Liability Insurance**

The Contractor must obtain Commercial General Liability Insurance and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000.00 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 Contract. The interest of Canada should read as follows: Canada, as represented by the Department of Canadian Heritage.
- 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 damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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



For other provinces and territories, send to:

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

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

ANNEX "E"

SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Contract Number / Numéro du contrat</td> </tr> <tr> <td style="text-align: center;">Security Classification / Classification de sécurité</td> </tr> </table>	Contract Number / Numéro du contrat	Security Classification / Classification de sécurité
Contract Number / Numéro du contrat			
Security Classification / Classification de sécurité			
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)			
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine PCH			
2. Branch or Directorate / Direction générale ou Direction CCPO			
3. a) Subcontract Number / Numéro du contrat de sous-traitance			
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant TBC			
4. Brief Description of Work / Brève description du travail Provide Site built Video Walls for PCH events.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui 			
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui 			
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui 			
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui 			
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui 			
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>		
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:		
	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:		
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>		
	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		
TBS/SCT 350-103(2004/12)			
Security Classification / Classification de sécurité			
			

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRES SECRET
<input type="checkbox"/> TOP SECRET-SIGINT TRES SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRES SECRET
<input checked="" type="checkbox"/> SITE ACCESS ACCES AUX EMPLACEMENTS			

See attached supplementary guide for multiple level of screening

Special comments:
Commentaires spéciaux : Parliament Hill/controlled sites access may be needed. Unscreened personnel could work on public sites

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support / TI / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Requirement Checklist (SRCL) Supplemental Security Guide

Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information / Levels of information to be accessed	Citizenship Restriction (if any)
Unscreened personnel	Install site-built video walls for PCH events.	Access to worksites with no identified security requirements.	N/A
Site Access Status	Install site-built video walls for PCH events.	Access to Parliament Hill or other restricted sites identified by the project authority.	N/A

ANNEX "F"

942 FORM CALL-UP AGAINST A STANDING OFFER

Item No. Article n°		Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Excl. Price Prix prévu
<p>Special Instructions - Instructions spéciales To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the price or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number. Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes priés de fournir les biens et services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulées dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.</p>							

ANNEX "G"
OFFER OF SERVICES FORM

<i>(to be filled in by the Offeror)</i>	
Offeror's full legal name	
Authorized Representative of Offeror for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Offeror's Procurement Business Number (PBN) <i>(see the Standard Instructions 2003)</i>	
Offeror's GST/HST/QST number	
Tax rate to be charged on any resulting contract	Specify percentage: _____ %
Jurisdiction of Contract: Province in Canada the offeror wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 2 of the bid solicitation for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes _____ No _____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes _____ No _____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
Integrity Provisions (as per Part 5 of the bid solicitation)	Declaration of Convicted Offences Integrity Declaration Form (to be completed only when you meet all three of the following conditions): <ol style="list-style-type: none"> 1. You are a government supplier 2. You, one of your affiliates or a proposed first-tier subcontractor has been charged with or convicted of a criminal offence in a country other than Canada and to the best of your knowledge and belief, the offence may be similar to one of the listed offences in the <i>Ineligibility and Suspension Policy</i> 3. You are unable to provide any of the certifications required by the integrity provisions. Click here to complete the form and instructions for its submittal.
	Required Documentation Section 17 of the <i>Ineligibility and Suspension Policy</i> (http://www.tpsgc-pwgscc.gc.ca/ci-if/politique-policy-eng.html) requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the offeror's organizational structure: <ul style="list-style-type: none"> - Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors - Privately owned corporations must provide a list of the owners' names - Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners - Suppliers that are a partnership do not need to provide a list of names Suppliers may use this form to provide the list of names. Failure to submit this information, where required, will render a bid or offer non-responsive, or the supplier disqualified for award of a contract. Complete the form online, print, sign and attach it to the bid.

On behalf of the offeror, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The offeror considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the offeror is awarded a contract, it will accept all the terms and conditions set out in Part 7 -Resulting contract clauses, included in the bid solicitation.

Signature of Authorized Representative of Offeror

Signature : _____

Date : _____