

Solicitation No. - N° de l'invitation  
2023-7449056  
Client Ref. No. - N° de réf. du client  
7449056

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File No. - N° du dossier  
7449056

Buyer ID - Id de l'acheteur  
CCC No./N° CCC - FMS No./N° VME

## REQUEST FOR PROPOSALS

<b>Title of Project:</b> Global Environment Facility (GEF) Assembly - Audiovisual equipment and staff			
<b>Reference number:</b> 7449056			
<b><u>CLOSING DATE: 2:00 PM on 29-05-2023 Time Zone: (EDT)</u></b>			
<b>Return Bids to:</b>			
<b>To this email address only:</b>			
<a href="mailto:Micheline.lafontaine@international.gc.ca">Micheline.lafontaine@international.gc.ca</a>			
<b>Contracting Authority's Address and Issuing Office</b> Global Affairs Canada Lester B. Pearson Building 125 Sussex Drive Ottawa, Ontario K1A 0G2			
<b>Contracting Authority</b> Micheline Lafontaine	<b>Telephone No.</b> 343-597-9019	<b>Facsimile No.</b>	<b>E-mail :</b> <a href="mailto:Micheline.lafontaine@international.gc.ca">Micheline.lafontaine@international.gc.ca</a>

WE HEREBY OFFER TO SELL TO HER MAJESTY THE QUEEN IN RIGHT OF CANADA, IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET OUT HEREIN, REFERRED TO HEREIN OR ATTACHED HERETO, THE GOODS, SERVICES, AND CONSTRUCTION LISTED HEREIN AND ON ANY ATTACHED SHEETS AT THE PRICE(S) SET OUT THEREFOR.

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

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
  - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's security capabilities must be met as indicated in Part 6 - Resulting Contract Clauses.
3. For additional information on security requirements, Bidders 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.

### 1.2 Statement of Work

Supply of audiovisual services for the **2023 Global Environment Facility (GEF) Seventh Assembly** to be held at the Vancouver Conference Centre **August 21-27, 2023** in Vancouver, British Columbia.

### 1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

Bids must be submitted by email only to the Contracting Authority identified in the bid solicitation, **by 2:00pm, May 29, 2023.**

Due to the nature of the bid solicitation, bids transmitted by facsimile to GAC will not be accepted.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

### 2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers 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) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I: Technical Bid
- Section II: Financial Bid

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

#### Section I: Technical Bid

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

#### Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including technical and financial, evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

M1	The bidder must declare that they will be solely responsible to cover any production-related Venue fees incurred. This includes but is not limited to: <ul style="list-style-type: none"><li>a. Rigging Safety Zone Guard</li><li>b. House Sound</li><li>c. Loading Dock Access</li><li>d. Electrical Installations (Power Drops)</li><li>e. Electrical Supervision and Access</li><li>f. Rigging Costs</li><li>g. Road Case and Production Storage</li><li>h. Any Costs Related to Advanced or After-Hour Access to the Site</li></ul>	Pass <input type="checkbox"/> / Fail <input type="checkbox"/>	COMMENTS

	Signature: _____ Print Name:		
M2	The bidder must declare that they have the capacity to secure recent* equipment needed to deliver the event.  *Recent defined as last 24 months  Signature: _____ Print Name:	Pass <input type="checkbox"/> / Fail <input type="checkbox"/>	COMMENTS
M3	The bidder will provide price packages as identified in <b>4.2.1</b>  Signature: _____ Print Name:	Pass <input type="checkbox"/> / Fail <input type="checkbox"/>	COMMENTS

**4.1.1.2 Point Rated Technical Criteria**

R1	The Bidder must provide the curriculum vitae in which the resource's experience <u>will be demonstrated</u> .  Technical Director /up to 10 points Audio HOD / up to 10 points Lighting HOD / up to 10 points Video HOD / up to 10 points  Up to 10 points per key personnel awarded for relevant employee experience, education, training and certifications.  <b>Relevant experience by category:</b> ≥1 yrs and <2 yrs: 12 to 23 months—2 pts ≥2 yrs and <4 yrs: 24 to 47 months—4 pts ≥4 yrs and <6 yrs: 48 to 71 months—6 pts ≥6 yrs and <8 yrs: 72 to 95 months—8 pts ≥8 yrs : 96 months and over 10 pts	40 Points	COMMENTS
R2	The Bidder must provide the curriculum vitae in which the resource's experience <u>will be demonstrated</u> .	25 points	

	<p>Production Manager*:</p> <p><b>Relevant experience:</b></p> <p>60 months to 72 months—3 pts</p> <p>73 months to 84 months—7 pts</p> <p>85 months to 100 months—12 pts</p> <p>101 months to 119 months— 18 pts</p> <p>120 months and over - 25 pts</p>		
R3	<p>The bidder must demonstrate that they have held at least two (2) comparable events during the last 4 years (48 months) preceding the closing date of this RFP. "Comparable" measured in terms of <b>budget, length of run</b>, and number of concurrently running <b>rooms</b>.</p> <p><b>Budget:</b></p> <p>\$100 000 - \$200 000: 2 pts</p> <p>\$200 001 - \$300 000: 4 pts</p> <p>\$300 001 - \$400 000: 6 pts</p> <p>\$400 001 - \$500 000: 8 pts</p> <p>\$500 000+: 10 pts</p> <p><b>Length of Run:</b></p> <p>1 day: 1 pt</p> <p>2 days: 2 pts</p> <p>3 days: 3 pts</p> <p>4 days: 4 pts</p> <p>5 days or greater: 5 pts</p> <p><b>Number of rooms operating concurrently:</b></p> <p>5-10: 2 pts</p> <p>11-15: 4 pts</p> <p>16-19: 6 pts</p> <p>21-24: 8 pts</p>	25 Points per Event for a total of 50 points	COMMENTS

	<p>25+: 10 pts</p> <p><b>For each of the two events, the tenderer must provide</b></p> <ol style="list-style-type: none"> <li>1. Name of client, firm, etc.</li> <li>2. Contact person</li> <li>3. Contact phone number</li> <li>4. Period of event (year, month)</li> </ol> <p><b><i>Failure to provide this information may result in your submission being rejected.</i></b></p>		
	<b>TOTAL</b>	<b>/115</b>	<b>COMMENTS</b>

*N.B. The prorata formula to be used will be 20/80. Technical/rated section will count for 20% of the scoring. The financial part will count for 80%. No minimum score.*

***N.B. Global Affairs Canada reserves the right to seek information from the bidder that would validate the declaration. The bidder who is found guilty of providing incorrect information could see his proposal be declared ineligible.***

#### **4.1.2 Financial Evaluation**

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid.

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

#### **4.2 Basis of Selection**

##### **4.2.1 Mandatory Technical Criteria**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

SACC Manual Clause A0031T (2010-08-16), Basis of Selection – mandatory technical Criteria.



## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the Forms for the Integrity Regime 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 Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 bid non-responsive.

##### **5.2.1 Integrity Provisions – Required Documentation**

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

##### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

## **PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **6.1 Security Requirements**

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

All contractors and their personnel who require access to the premises of the Summits Management Office and/or to various secure sites will need to first obtain a security clearance. These individuals will have to submit personal information on a Web site of appropriate accreditation provided by Global Affairs Canada (GAC). This information will be shared with the Royal Canadian Mounted Police (RCMP) for the purpose of checking criminal records and in order to carry out an audit on the credit note. The time normally planned for such an audit is typically between 5 to 10 working days of the request. Her Majesty has the right to establish security validation requirements at her sole discretion. These requirements may include completing a personal history form; provide fingerprints; and to be investigated on an ad hoc basis.

### **6.2 Statement of Work**

**The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".**

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

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

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to August 27, 2023 inclusive

#### **6.4.2 Delivery point**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Micheline Lafontaine  
Title: Procurement and Contracting Specialist  
Global Affairs Canada

Summits Management Office  
Address: 125 Sussex Drive, Ottawa, Ontario K1A 0G2

Telephone: 343-597-9019  
E-mail address: [Micheline.lafontaine@international.gc.ca](mailto:Micheline.lafontaine@international.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is: *(To be provided at time of Contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative *(To be provided at time of Contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

#### Firm Price

- a. This provides for a price, which is not subject to adjustment for performance of the contract or part of it. It gives maximum profit incentive to the contractor for cost control in that the contractor assumes full responsibility for all costs under or over the firm price. In addition, it places a minimum administrative burden on both contracting parties. See SACC Manual clause C0207C.
- b. Use this basis of payment when buying commercially available goods or readily quantifiable services when:

- i. the contractor has previously manufactured the particular good or provided the particular service, or similar goods or services, and has sufficient experience to permit a realistic statement of work based on firm specifications;
  - ii. the statement of work can have a cost applied to it in terms of quantities of material and labour time required; and
  - iii. a realistic estimate of the material prices and labour and overhead rates applicable during the contract period can be made.
- c. Subsequent to the negotiation of a firm price basis of payment for a non-competitive requirement, the contractor must resubmit the price bid based on the agreement reached.
- d. A discretionary audit clause may be included in the contract, as appropriate, subject to the receipt of a price certification in accordance with SACC Manual clauses C0002T or C0004T or C0006T.

### **6.6.2 Limitation of Price**

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.6.3 Single Payment**

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

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

### **6.6.4 Electronic Payment of Invoices – Contract**

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

- a. Direct Deposit (Domestic and International);

### **6.7 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Each invoice must be supported by:
  - a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.

2. Invoices must be distributed as follows:

- a. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.8 Certifications and Additional Information

### 6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 6.9 Applicable Laws

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

## 6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 2010C-Medium Complexity (2016-04-04);
- (c) Annex A, Statement of Work;
- (d) Annex B, Base of Payment
- (e) Annex C, Security Requirements Check List
- (f) Annex D, Electronic Payment Instruments
- (g) the Contractor's bid dated \_\_\_\_\_ (**To be provided at time of Contract award**)

## 6.11 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

#### 1.0 Title

Supply of audiovisual services for the **2023 Global Environment Facility (GEF) Seventh Assembly** to be held at the Vancouver Conference Centre **August 21-27, 2023** in Vancouver, British Columbia.

#### 2.0 Background

The Global Environment Facility (GEF) Assembly, the governing body of the GEF, brings together every 4 years representatives from all 187 member governments at the ministerial and senior official level, as well as GEF Agencies, scientific and technical experts and civil society. The GEF Assembly is an opportunity for all participants within the GEF community to meet and celebrate the results of the GEF, while raising the profile of the organization. The last GEF Assembly was hosted in person in Vietnam in June 2018.

Global Affairs Canada (GAC) is responsible for coordinating all logistical aspects of the overall planning, program and logistics operation. It is expected that the number of participants will be near 1,200.

#### 3.0 Objective

To provide audiovisual equipment and staff between August 21-27, 2023, as outlined below and detailed in Section 4.0. In order to fulfill requirements of the Assembly event referenced above, GAC will be renting the Vancouver Conference Centre in Vancouver, British Columbia.

#### 4.0 Scope of Work

1. The Supplier must provide audio visual equipment and staff (4.2.1), listed below;
2. The Supplier will discuss with the Project Authority to define the final requirements;
3. Requirements are subject to change on short notice;
4. The Supplier must be prepared to work in close and frequent contact with the Project Authority;
5. Additionally, it will be the Contractor's responsibility to ensure that all the necessary qualified technical personnel are on-site to meet the installation and event schedule that will commence on **August 21<sup>st</sup> 2023 and conclude at the end of teardown on August 27<sup>th</sup> 2023**. An installation and event schedule shall be supplied to the Contractor upon award of the contract.

The Contractor will identify and appoint a bilingual (English/French) Project Manager who will serve as the primary liaison with the SMO and oversee all installations mentioned herein. The named individual should ideally be located in the Greater Vancouver area and must be available to participate in pre-production meetings either in-person or via audio, video or web conferencing platforms.

Additionally, the Contractor will identify and appoint a bilingual (English/French) Technical Production Manager, to be the main, on-site point-of-contact at the venue.

The purpose of this Statement of Work is to provide the following systems, in complete and proper working order, in all areas covered by this Statement of Work, as specified herein:

- digital conference microphone systems (DCMS);
- digital simultaneous interpretation systems (DSIS);
- sound reinforcement systems (SRS);
- broadcast lighting systems (LS);
- media sound distribution centres (MSDC)
- cameras and associated equipment for livestreaming

#### 4.1 Summary Requirements

1. Can accommodate the function room requirements outlined in **4.2.1**.
2. Should the technical requirements change during the planning process, the Supplier will adjust the cost estimate and equipment to reflect the new requirements.
3. The Supplier should take into consideration existing audiovisual infrastructure when providing the proposal.
4. The Supplier must provide a concrete list of greening initiatives that they have implemented.
5. The Contractor will be solely responsible to cover any production-related Venue fees incurred. This includes but is not limited to:
  - a. Rigging Safety Zone Guard
  - b. House Sound
  - c. Loading Dock Access
  - d. Electrical Installations (Power Drops)
  - e. Electrical Supervision and Access
  - f. Rigging Costs
  - g. Road Case and Production Storage
  - h. Any Costs Related to Advanced or After-Hour Access to the Site
6. Event dates as listed below:

Set up day	Event day 1	Event day 2	Event day 3	Event day 4	Event day 5	Event day 6
August 21, 2023	August 22, 2023	August 23, 2023	August 24, 2023	August 25, 2023	August 26, 2023	August 27, 2023

**4.2 Tasks, Activities, Deliverables and Milestones**  
**4.2.1 Function Rooms**

FUNCTION ROOMS				
Room Ref. #	Room	Set Up	Dates & Times Required	AV Requirements
<b>OPERATIONAL SPACES</b>				
#1	Registration Office and Foyer	20 pax 8 x 6' tables 15 chairs	August 21: 08:00-23:59 (set up) August 22: 00:01-23:59 August 23: 00:01-23:59 August 24: 00:01-23:59 August 25: 00:01-23:59	<ul style="list-style-type: none"> <li>• Extension cords and power bars</li> </ul>
#2	Office/ Meeting Room (SMO Office)	20 pax Boardroom for 10 people 5 x 6' tables and 10 chairs  Water Station	August 21: 08:00-23:59 August 22: 00:01-23:59 August 23: 00:01-23:59 August 24: 00:01-23:59 August 25: 00:01-23:59 August 26: 00:01-23:59 August 27: 00:01-11:59	<ul style="list-style-type: none"> <li>• Standalone laptop (TBC)</li> <li>• 1 Multi-Function Device</li> <li>• Shredder</li> </ul>
#3	Office/ Meeting Room (Operation Center)	10 pax Boardroom for 10 people 1 x 6' table  Water Station	August 21: 08:00-23:59 August 22: 00:01-23:59 August 23: 00:01-23:59 August 24: 00:01-23:59 August 25: 00:01-23:59 August 26: 00:01-	<ul style="list-style-type: none"> <li>• Standalone laptop (TBC)</li> <li>• 1 Multi-Function Device</li> <li>• Extension Cords + Power bars</li> <li>• Monitors</li> </ul>



			23:59 August 27: 00:01-11:59	
#4	Office/ Meeting Room (CANDEL)	25 pax Boardroom for 10 people 7 x 6' tables and 14 chairs  Water Station	August 21: 08:00-23:59 August 22: 00:01-23:59 August 23: 00:01-23:59 August 24: 00:01-23:59 August 25: 00:01-23:59 August 26: 00:01-23:59 August 27: 00:01-11:59	<ul style="list-style-type: none"> <li>• Standalone laptop (TBC)</li> <li>• 1 Multi-Function Device</li> </ul>
#5	Office/ Meeting Room (GEF Secretariat)	50 pax Boardroom for 10 people 2 x Round of 10 10 x 6' tables and 20 chairs Water Station	August 21: 08:00-23:59 August 22: 00:01-23:59 August 23: 00:01-23:59 August 24: 00:01-23:59 August 25: 00:01-23:59 August 26: 00:01-23:59	<ul style="list-style-type: none"> <li>• Standalone laptop (TBC)</li> <li>• 1 Multi-Function Device</li> </ul> <p><i>Near GEF CEO Office</i></p>
#6	Office/ Meeting Room (Delegations Lounge)	150 pax 4-6 rounds of 8 Sofas, lounge chairs, coffee tables etc...  Water Station	August 21: 08:00-23:59 (set up) August 22: 00:01-23:59 August 23: 00:01-23:59 August 24: 00:01-23:59 August 25: 00:01-23:59 August 26: 00:01-23:59	<ul style="list-style-type: none"> <li>• Standalone laptop (TBC)</li> <li>• 1 Multi-Function Device</li> </ul>
#7	Office/Meeting Room	6 pax Boardroom for	August 21: 08:00-23:59	<ul style="list-style-type: none"> <li>• Standalone laptop (TBC)</li> </ul>

	(GEF CEO Office)	6 people  Water Station	August 22: 00:01-23:59 August 23: 00:01-23:59 August 24: 00:01-23:59 August 25: 00:01-23:59 August 26: 00:01-23:59	<ul style="list-style-type: none"> <li>• 1 Multi-Function Device</li> </ul> <p><i>Near GEF Secretariat</i></p>
#8	Office/Meeting Room (Minister Holding Room)	6 pax Half soft seating area/Half boardroom for 6 people  Water Station	August 23: 00:01-23:59 August 24: 00:01-23:59 August 25: 00:01-23:59	<ul style="list-style-type: none"> <li>• Pipe and drape</li> <li>• Small Media Lighting Kit</li> </ul>
#9	Bilateral Room	10 pax Boardroom for 10 people  Water Station	August 23: 00:01-23:59 August 24: 00:01-23:59 August 25: 00:01-23:59	Not needed at this time
#10	Bilateral Room	10 pax Boardroom for 10 people  Water Station	August 23: 00:01-23:59 August 24: 00:01-23:59 August 25: 00:01-23:59	Not needed at this time
#11	Bilateral Room	10 pax Boardroom for 10 people  Water Station	August 23: 00:01-23:59 August 24: 00:01-23:59 August 25: 00:01-23:59	Not needed at this time
<b>FUNCTION SPACES</b>				
#12	Lunch Room and Foyer	Day 1: 400 pax Day 2: 1000 pax Day 3 : 920 pax Day 4: 1000 pax Buffet	August 22: 00:01-23:59 August 23: 00:01-23:59 August 24: 00:01-	Not needed at this time

		Round tables of 8 or 10	23:59 August 25: 00:01- 23:59	
#13	VIP lunch	80 pax Rounds of 8	August 24: 00:01- 23:59	Not needed at this time
#14	Reception	Day 2: 1000 pax Day 4: 1200 pax  High-Top Cocktail Tables	August 23: 00:01- 23:59 August 25: 00:01- 23:59	Not needed at this time
#15	Office/ Meeting Room (Meeting #1)	20 pax Boardroom  Water Station	August 21: 08:00- 23:59 (set up) August 22: 00:01- 23:59	Not needed at this time
#16	Office/ Meeting Room (Meeting #2)	20 pax Boardroom  Water Station	August 21: 08:00- 23:59 (set up) August 22: 00:01- 23:59	Not needed at this time
#17	Office/ Meeting Room (Meeting #3)	20 pax Boardroom  Water Station	August 21: 08:00- 23:59 (set up) August 22: 00:01- 23:59	Not needed at this time
#18	Office/ Meeting Room (Meeting #4)	20 pax Boardroom  Water Station	August 21: 08:00- 23:59 (set up) August 22: 00:01- 23:59	Not needed at this time
#19	Office/ Meeting Room (Meeting #5)	20 pax Boardroom  Water Station	August 21: 08:00- 23:59 (set up) August 22: 00:01- 23:59	Not needed at this time
#20	Office/ Meeting Room (Meeting #6)	20 pax Boardroom	August 21: 08:00- 23:59 (set up)	Not needed at this time

		Water Station	August 22: 00:01-23:59	
#21	Office/ Meeting Room (Meeting #7)	20 pax Boardroom  Water Station	August 21: 08:00-23:59 (set up) August 22: 00:01-23:59	Not needed at this time
#22	Office/ Meeting Room (Meeting #8)	20 pax Boardroom  Water Station	August 21: 08:00-23:59 (set up) August 22: 00:01-23:59	Not needed at this time
#23	Office/ Meeting Room (Meeting #9)	20 pax Boardroom  Water Station	August 21: 08:00-23:59 (set up) August 22: 00:01-23:59	Not needed at this time
#24	Office/ Meeting Room (Meeting #10)	20 pax Boardroom  Water Station	August 21: 08:00-23:59 (set up) August 22: 00:01-23:59	Not needed at this time
#25	Office/ Meeting Room (STAP)	60 pax U Shape 40pax Observers behind 20 pax  Water Station	August 21: 08:00-23:59 (set up) August 22: 00:01-23:59	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>
#26	Exhibition Hall	20-25 Exhibitor Stations  Packages to be determined	August 22: 00:01-23:59 (set up) August 23: 00:01-23:59 August 24: 00:01-23:59 August 25: 00:01-23:59	Not needed at this time

<p>#27</p>	<p>Plenary          CSO Forum &amp;          Assembly          Meeting</p>	<p><u>August 23</u>          CSO Forum :          500 pax</p> <p><u>August 24 &amp; 25</u>          Assembly          Meeting          1000 pax          Floor Plan          attached in  <u>Annex A</u>          * Interpretation          set-up for 6          languages</p> <p>Water Stations</p>	<p>August 21: 08:00-          23:59          (set up)          August 22: 00:01-          23:59          (set up &amp; testing)          August 23: 00:01-          23:59          August 24: 00:01-          23:59          August 25: 00:01-          23:59</p>	<ul style="list-style-type: none"> <li>• Large screen(s) for presentations to fit room capacity</li> <li>• Cameras</li> <li>• Camera risers</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations and online streaming</li> <li>• Switcher</li> <li>• Riser for head table (6 participants) with steps</li> <li>• 6 Push to talk table microphones for head table</li> <li>• Podium with microphone</li> <li>• 4 X Q&amp;A microphones on a stand</li> <li>• Microphones for Classroom-Style audience participation</li> <li>• Capacity for audio and video recording</li> <li>• Interpretation Booths for 6 languages</li> <li>• Headsets for interpretation</li> <li>• Power bars at tables</li> <li>• Lighting for head table</li> <li>• Pipe and drape</li> <li>• Media riser(s) (15-20 cameras)</li> <li>• 2 X Media boxes (6 languages + floor feed)</li> <li>• FOH with tech surround</li> </ul>
<p>#28</p>	<p>Meeting Room          (CSO Breakout)</p>	<p>200 pax</p>	<p>August 22: 00:01-          23:59</p>	<ul style="list-style-type: none"> <li>• Large screens for presentations to fit</li> </ul>

	#1)	Theatre Style * Interpretation set-up for 3 languages  Water Station	(set up) August 23: 00:01- 23:59	room capacity <ul style="list-style-type: none"> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• Q&amp;A microphone on a stand</li> <li>• Interpretation Booths for 3 languages</li> <li>• Headsets for interpretation</li> <li>• FOH with tech surround</li> </ul>
#29	Meeting Room (CSO Breakout #2)	100 pax Theatre Style * Interpretation set-up for 3 languages  Water Station	August 22: 00:01- 23:59 (set up) August 23: 00:01- 23:59	<ul style="list-style-type: none"> <li>• Large screens for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• Q&amp;A microphone on a stand</li> <li>• Interpretation Booths for 3 languages</li> <li>• Headsets for interpretation</li> <li>• FOH with tech surround</li> </ul>
#30	Meeting Room (CSO Breakout #3)	200 pax Half rounds of 6  Water Station	August 22: 00:01- 23:59 (set up) August 23: 00:01- 23:59	<ul style="list-style-type: none"> <li>• Large screens for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• Q&amp;A microphone on a stand</li> </ul>

				<ul style="list-style-type: none"> <li>• FOH with tech surround</li> </ul>
#31	Meeting Room (Side Event #1)	50 pax Half round of 6  Water Stations	August 22: 00:01-23:59 (set up) August 23: 00:01-23:59	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>
#32	Meeting Room (Side Event #2)	50 pax Half round of 6  Water Stations	August 22: 00:01-23:59 (set up) August 23: 00:01-23:59	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>
#33	Meeting Room (Side Event #3)	50 pax Half round of 6  Water Stations	August 22: 00:01-23:59 (set up) August 23: 00:01-23:59	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>
#34	Meeting Room (Side Event #4)	50 pax Half round of 6  Water Stations	August 22: 00:01-23:59 (set up) August 23: 00:01-23:59	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>
#35	Meeting Room (Side Event #5)	50 pax Half round of 6	August 22: 00:01-23:59 (set up)	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> </ul>

		Water Stations	August 23: 00:01-23:59	<ul style="list-style-type: none"> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>
#36	Meeting Room (Side Event #6)	50 pax Theatre  Water Stations	August 22: 00:01-23:59 (set up) August 23: 00:01-23:59	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>
#37	Meeting Room (Side Event #7)	50 pax Theatre  Water Stations	August 22: 00:01-23:59 (set up) August 23: 00:01-23:59	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>
#38	Meeting Room (Side Event #8)	50 pax Theatre  Water Stations	August 22: 00:01-23:59 (set up) August 23: 00:01-23:59	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>
#39	Meeting Room (Side Event #9)	50 pax Theatre  Water Stations	August 22: 00:01-23:59 (set up) August 23: 00:01-23:59	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> </ul>



				<ul style="list-style-type: none"> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>
#40	Meeting Room (Side Event #10)	50 pax Theatre  Water Stations	August 22: 00:01-23:59 (set up) August 23: 00:01-23:59	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>
#41	Meeting Room (Assembly Side Event #1)	50 - 100 pax Theatre Style * Interpretation set-up for 3 languages  Water Station	August 23: 00:01-23:59 (set up) August 24: 00:01-23:59 August 25: 00:01-23:59	<ul style="list-style-type: none"> <li>• Large screen for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• 2 X Q&amp;A microphones on a stand</li> <li>• Interpretation Booths for 3 languages</li> <li>• Headsets for interpretation</li> <li>• FOH with tech surround</li> </ul>
#42	Meeting Room (Assembly Side Event #2)	50 - 100 pax Theatre Style * Interpretation set-up for 3 languages  Water Station	August 23: 00:01-23:59 (set up) August 24: 00:01-23:59 August 25: 00:01-23:59	<ul style="list-style-type: none"> <li>• Large screen for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• 2 X Q&amp;A microphones on a stand</li> <li>• Interpretation Booths for 3 languages</li> <li>• Headsets for</li> </ul>

				interpretation • FOH with tech surround
#43	Meeting Room (Assembly Side Event #3)	50 - 100 pax Theatre Style * Interpretation set-up for 3 languages  Water Station	August 23: 00:01-23:59 (set up) August 24: 00:01-23:59 August 25: 00:01-23:59	• Large screen for presentations to fit room capacity • Sound system • Cue system and clicker • Laptop(s) for AV presentations • Podium with microphone • 2 X Q&A microphones on a stand • Interpretation Booths for 3 languages • Headsets for interpretation • FOH with tech surround
#44	Meeting Room (Assembly Side Event #4)	50 - 100 pax Theatre Style * Interpretation set-up for 3 languages  Water Station	August 23: 00:01-23:59 (set up) August 24: 00:01-23:59 August 25: 00:01-23:59	• Large screen for presentations to fit room capacity • Sound system • Cue system and clicker • Laptop(s) for AV presentations • Podium with microphone • 2 X Q&A microphones on a stand • Interpretation Booths for 3 languages • Headsets for interpretation • FOH with tech surround
#45	Meeting Room (Assembly Side Event #5)	50 - 100 pax Theatre Style * Interpretation set-up for 3 languages	August 23: 00:01-23:59 (set up) August 24: 00:01-23:59 August 25: 00:01-23:59	• Large screen for presentations to fit room capacity • Sound system • Cue system and clicker • Laptop(s) for AV

		Water Station		<ul style="list-style-type: none"> <li>presentations</li> <li>• Podium with microphone</li> <li>• 2 X Q&amp;A microphones on a stand</li> <li>• Interpretation Booths for 3 languages</li> <li>• Headsets for interpretation</li> <li>• FOH with tech surround</li> </ul>
#46	Meeting Room (Assembly Side Event #6)	50 - 100 pax Half rounds of 6  Water Station	August 23: 00:01-23:59 (set up) August 24: 00:01-23:59 August 25: 00:01-23:59	<ul style="list-style-type: none"> <li>• Large screen for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• Q&amp;A microphone on a stand</li> <li>• FOH with tech surround</li> </ul>
#47	Meeting Room (Assembly Side Event #7)	50 - 100 pax Half rounds of 6  Water Station	August 23: 00:01-23:59 (set up) August 24: 00:01-23:59 August 25: 00:01-23:59	<ul style="list-style-type: none"> <li>• Large screen for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• Q&amp;A microphone on a stand</li> <li>• FOH with tech surround</li> </ul>
#48	Meeting Room (Assembly Side Event #8)	50 - 100 pax Half rounds of 6  Water Station	August 23: 00:01-23:59 (set up) August 24: 00:01-23:59 August 25: 00:01-23:59	<ul style="list-style-type: none"> <li>• Large screen for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> </ul>

				<ul style="list-style-type: none"> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• Q&amp;A microphone on a stand</li> <li>• FOH with tech surround</li> </ul>
#49	Meeting Room (Assembly Side Event #9)	50 - 100 pax Half rounds of 6  Water Station	<p>August 23: 00:01-23:59 (set up)</p> <p>August 24: 00:01-23:59</p> <p>August 25: 00:01-23:59</p>	<ul style="list-style-type: none"> <li>• Large screen for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• Q&amp;A microphone on a stand</li> <li>• FOH with tech surround</li> </ul>
#50	Meeting Room (Assembly Side Event #10)	50 - 100 pax Half rounds of 6  Water Station	<p>August 23: 00:01-23:59 (set up)</p> <p>August 24: 00:01-23:59</p> <p>August 25: 00:01-23:59</p>	<ul style="list-style-type: none"> <li>• Large screen for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• Q&amp;A microphone on a stand</li> <li>• FOH with tech surround</li> </ul>
#51	Press Conference	40 pax Theatre Style	<p>August 24: 00:01-23:59 (set up)</p> <p>August 25: 00:01-23:59</p> <p>August 26: 00:01-23:59</p>	<ul style="list-style-type: none"> <li>• Riser in front</li> <li>• Podium with microphone</li> <li>• Q&amp;A microphone on a stand</li> <li>• Interpretation Booths for 3 languages</li> <li>• Headsets for</li> </ul>

				<p>interpretation</p> <ul style="list-style-type: none"> <li>• Media riser</li> <li>• Media box (3 languages + floor feed)</li> <li>• Pipe and drape</li> <li>• Media lighting kit</li> </ul>
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1. Function room set-up, dismantling & loading dock fees must be included in estimate.
2. The Supplier should be able to provide a comprehensive greening plan.
3. The Supplier is to supply, operate and manage on a short-term, rental basis, the audiovisual equipment in various locations as outlined in the above.
4. It will be the Supplier's responsibility to ensure that all the necessary qualified technical personnel are on-site to meet the installation schedule. An installation and event schedule shall be provided to the Supplier following the award of the contract.
5. The Supplier will identify and appoint a representative who will serve as the primary liaison with the Project Authority to oversee the overall coordination and installations.
6. The Supplier representative should be located in the Vancouver region, and must be available to participate in meetings (either in-person or virtually).
7. When applicable, the Supplier must make arrangements for, and cover the costs of all travel and accommodation for its personnel and any sub-contractor.
8. The Supplier will ensure that all equipment will be installed, tested and operational.
9. The Supplier will ensure that any non-functioning equipment be replaced, re-installed and re-tested within a reasonable time frame.
10. The Supplier will be responsible for the handling and transportation of materials between the loading areas and the designated spaces.
11. Unless otherwise noted, the Supplier (in conjunction with the venue) will be responsible for the provision, costs, and installation of all AC electrical power extension cords/feeder cables (Camlok, u-ground, TL-3/4, Socapex, etc.) and distribution boxes, in all identified rooms. The Supplier will also be responsible for ensuring that appropriate cable management peripherals (cable mats, adhesive cord cover strips (e.g.: SafCord), cloth tape, etc.) are installed in a manner that is secure for both the venue, and users.
12. In keeping with the Government of Canada's Green Initiatives and Energy Conservation Programs, every effort by the Supplier should be made to utilize technical production equipment which minimizes electrical consumption. Lighting, projection and display equipment which operates using LED (light emitting diode), OLED (organic light emitting diode), LCD (liquid crystal display), and 3-DLP Laser technologies is preferred.
13. Upon request, the tenderer will provide a document showing how sustainability initiatives are applied.

**4.2.2.COVID details**

1. Supplier must follow all provincial, municipal and hotel measures and protocols that are in place in order to ensure a safe experience for the guests, as well as provide protection for the staff serving them.

**4.2.3 AV**

**GENERAL CONDITIONS**

**4.2.3.1 Lodging/Per Diems/Incidental Expenses**

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Expenses accrued for travel, lodging, per diems, or incidentals (parking, taxi fares, fuel, etc.) by any member of the Contractor's workforce are the sole responsibility of the Contractor. Any such claims submitted for reimbursement will be rejected.

#### **4.2.3.2 Accreditation**

All of the Contractor's personnel must be accredited through the Summit Process. A link to the SMO's on line accreditation portal will be provided upon award of the contract.

#### **4.2.3.3 Installations**

All equipment installations will be coordinated with the Technical Authority identified in the contract document.

It will be the Contractor's responsibility to ensure that qualified technical personnel are assigned to perform the installation/operation of the above systems and/or other duties that will be required during the event.

The Contractor and their employees must respect the routine internal policies and any union jurisdictions that exist at all conference venues while performing their duties. Additionally, all employees and representatives of the Contractor shall abide by all rules and regulations of the facility and of all security agencies and forces associated with the Summit Management Office.

The Contractor will be responsible for the handling and transportation of materials between the loading areas and the designated conference spaces, with the exception of heavy or motorized equipment belonging to the venue. Employees of the facility will operate this equipment.

Unless otherwise noted, the Supplier (in conjunction with the venue) will be responsible for the provision, costs, and installation of all AC electrical power extension cords/feeder cables (Camlok, u-ground, TL-3/4, Socapex, etc.) and distribution boxes, in all identified rooms. The Supplier will also be responsible for ensuring that appropriate cable management peripherals (cable mats, adhesive cord cover strips (e.g.: SafCord), cloth tape, etc.) are installed in a manner that is secure for both the venue, and users.

The Contractor must provide wireless communication devices as required for its own operations.

#### **4.2.3.4 Mains Power and Power Distribution**

Existing shore power (U-ground, 15A/110V typical) will be utilized in all event spaces at the venue. In the event that supplemental or 3-phase connectivity is required, the Contractor shall make arrangements with the venue through the SMO.

#### **4.2.3.5 Rigging**

All rigging installations must be coordinated with the venue through the SMO.

#### **4.2.3.6 Statement of Compliance**

The Contractor's equipment inventory must comply with the following performance standards where applicable:

#### **ISO 4043:2016 PORTABLE BOOTHS FOR SIMULTANEOUS INTERPRETATION (PHYSICAL FACILITIES)**

#### **ISO 20109:2016 ELECTRO ACOUSTIC PERFORMANCE OF SIMULTANEOUS INTERPRETATION SYSTEMS**

In keeping with the Government of Canada's 'Green Initiatives and Energy Conservation Programs', every effort by the Contractor should be made to utilize technical production

equipment which minimizes electrical consumption. Energy Star compliant peripherals or lighting, projection and display equipment which operate using fluorescent, LED (light emitting diode), OLED (organic light emitting diode), LCD (liquid crystal display), and 3-DLP Laser technologies are preferred.

A common inventory (identical makes/models) of digital simultaneous interpretation/language distribution equipment must be installed in all meeting spaces where these peripherals are required.

The Contractor must commit to providing interpretation consoles equipped with sound compressor-limiters calibrated for interpreting, and not simply with a hearing guard. If the consoles do not have a built-in compressor-limiter, then an external compressor-limiter may be used to protect the interpreters from acoustic shock.

#### **4.2.3.7 Scheduling**

The Contractor will make every effort to ensure that all production equipment is installed, tested and operational as per the installation schedule outlined in this Statement of Work, and at least one-hour prior to the start of each session. It is understood that allowances may need to be made to accommodate last minute additions or other unforeseen circumstances.

#### **4.2.3.8 Summit Management Office Responsibilities and Assistance**

The Summit Management Office will provide the following:

- a) Site Access
  - Staggered access to the various conference spaces within the venue as of August 21<sup>st</sup> 2023 (time TBD). A detailed calendar of installations and operations will be provided to the reserved Contractor. All equipment must be removed from the venue on August 27<sup>th</sup>, 2023 (time TBD).
- b) Office Furniture and Supplies
  - The SMO will arrange for the provision of standard conference furniture (banquet tables, linens/skirting and chairs) according to a list of requirements provided by the Contractor and approved by the Technical Authority.
- c) Security Services
  - The venue's on-site security personnel are present 24-hours a day, 7 days a week, primarily for access control. To discourage theft, it is recommended that visible physical deterrents (e.g. cable locks) be installed on all high-value equipment.

#### **4.2.3.9 SPECIAL REQUIREMENTS**

The Contractor acknowledges and accepts that due to the nature of the event, all equipment requirements, event locations, and hours of work are subject to change. In an effort to ensure seamless delivery of service, the Technical Authority will ensure that any amendments to the equipment inventory and/or calendar of installations are clearly communicated to the Contractor within a reasonable timeframe.

The Contractor must have the consent of the Technical Authority before any alterations/amendments are made to either the equipment inventory and/or the configuration of the installations.

The Contractor will provide separate tracking numbers for each work order; organized by each functional space identified in 4.2.1. Each work order will provide an itemized breakdown of the technical production equipment installed in each meeting space, as well as the total labour hours incurred for the installation, operation and dismantling of the equipment, and any associated

freight handling/transportation fees incurred for the movement of equipment between the Contractor's warehouse facilities and the venue.

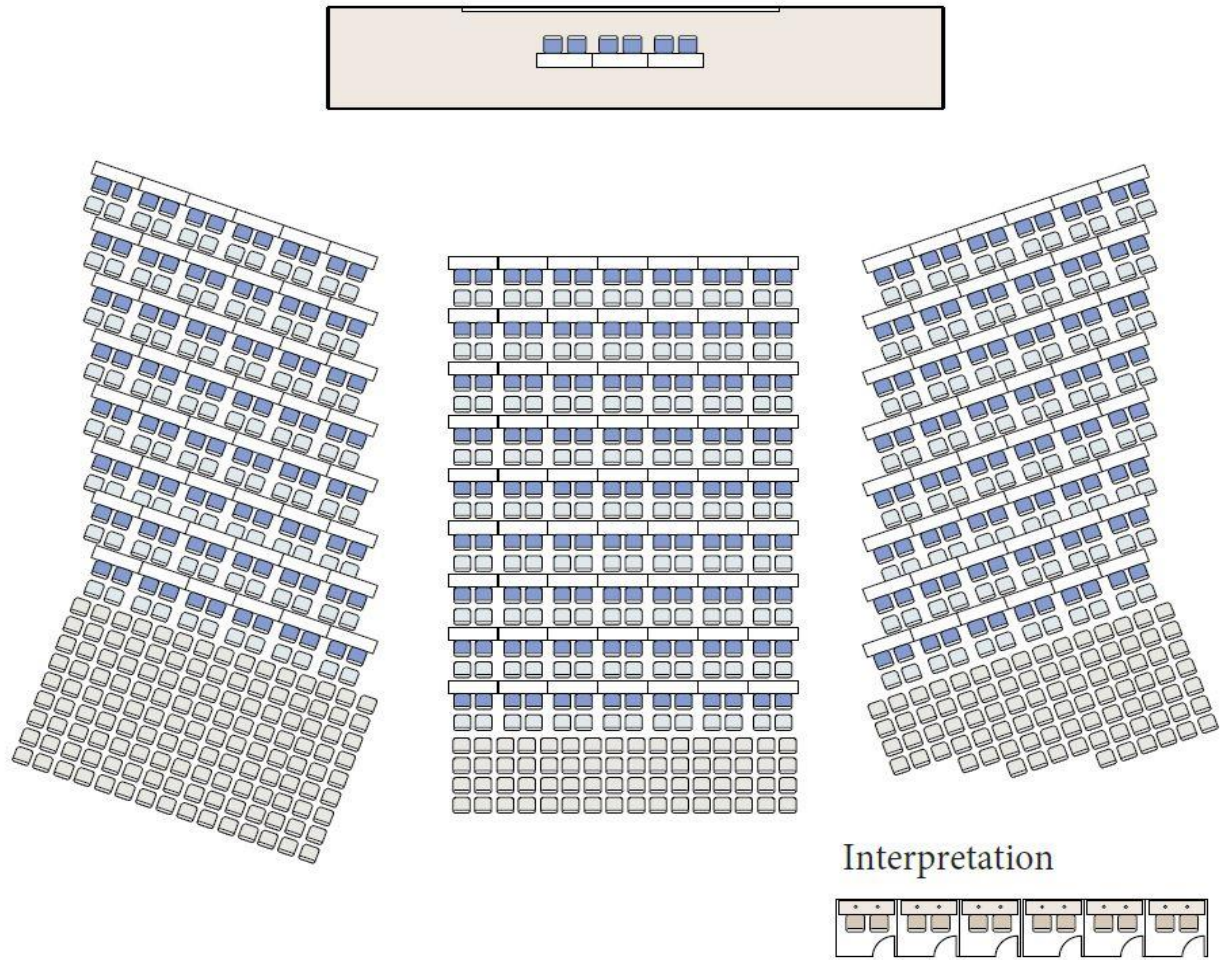
#### **4.2.3.10 FREIGHT HANDLING/TRANSPORTATION**

Freight handling/delivery fees should reflect the movement of equipment from a central location within the Greater Vancouver area to/from the host venue. Costs incurred for the transportation of inventory between a vendor's regional offices to the central location, or the movement of sub-rented equipment from another supplier to fulfill the contract requirements, are the responsibility of the Contractor.



## **ANNEX A-1**

Plenaries: CSO Forum & Assembly Meeting floor plan.



**ANNEX "B"**

**BASIS OF PAYMENT**

**In reference to Annex A, 4.2.1 Function Rooms**

<b>FUNCTION ROOMS</b>			
<b>Room Ref. #</b>	<b>Room and Set up</b>	<b>AV Requirements</b>	<b>Price \$</b>
<b>OPERATIONAL SPACES</b>			
#1	Registration Office and Foyer	Extension cords and power bars	
#2	Office/ Meeting Room (SMO Office)	<ul style="list-style-type: none"> <li>• Standalone laptop (TBC)</li> <li>• 1 Multi-Function Device</li> <li>• Shredder</li> </ul>	
#3	Office/ Meeting Room (Operation Center)	<ul style="list-style-type: none"> <li>• Standalone laptop (TBC)</li> <li>• 1 Multi-Function Device</li> <li>• Extension Cords + Power bars</li> <li>• Monitors</li> </ul>	
#4	Office/ Meeting Room (CANDEL)	<ul style="list-style-type: none"> <li>• Standalone laptop (TBC)</li> <li>• 1 Multi-Function Device</li> </ul>	
#5	Office/ Meeting Room (GEF Secretariat)	<ul style="list-style-type: none"> <li>• Standalone laptop (TBC)</li> <li>• 1 Multi-Function Device</li> </ul> <p style="text-align: center;"><i>Near GEF CEO Office</i></p>	
#6	Office/ Meeting Room (Delegations Lounge)	<ul style="list-style-type: none"> <li>• Standalone laptop (TBC)</li> <li>• 1 Multi-Function Device</li> </ul>	
#7	Office/Meeting Room (GEF CEO Office)	<ul style="list-style-type: none"> <li>• Standalone laptop (TBC)</li> <li>• 1 Multi-Function Device</li> </ul> <p style="text-align: center;"><i>Near GEF Secretariat</i></p>	
#8	Office/Meeting Room (Minister Holding Room)	<ul style="list-style-type: none"> <li>• Pipe and drape</li> <li>• Small Media Lighting Kit</li> </ul>	
#9	Bilateral Room	Not needed at this time	
#10	Bilateral Room	Not needed at this time	
#11	Bilateral Room	Not needed at this time	
<b>FUNCTION SPACES</b>			
#12	Lunch Room and Foyer	Not needed at this time	
#13	VIP lunch	Not needed at this time	

#14	Reception	Not needed at this time	
#15	Office/ Meeting Room (Meeting #1)	Not needed at this time	
#16	Office/ Meeting Room (Meeting #2)	Not needed at this time	
#17	Office/ Meeting Room (Meeting #3)	Not needed at this time	
#18	Office/ Meeting Room (Meeting #4)	Not needed at this time	
#19	Office/ Meeting Room (Meeting #5)	Not needed at this time	
#20	Office/ Meeting Room (Meeting #6)	Not needed at this time	
#21	Office/ Meeting Room (Meeting #7)	Not needed at this time	
#22	Office/ Meeting Room (Meeting #8)	Not needed at this time	
#23	Office/ Meeting Room (Meeting #9)	Not needed at this time	
#24	Office/ Meeting Room (Meeting #10)	Not needed at this time	
#25	Office/ Meeting Room (STAP)	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>	
#26	Exhibition Hall	Not needed at this time	
#27	Plenary CSO Forum & Assembly Meeting  <u>August 23</u>	<ul style="list-style-type: none"> <li>• Large screen(s) for presentations to fit room capacity</li> <li>• Cameras</li> <li>• Camera risers</li> <li>• Sound system</li> </ul>	

	<p>CSO Forum :          500 pax</p> <p><u>August 24 &amp; 25</u>          Assembly Meeting          1000 pax          Floor Plan attached in <u>Annex A</u>          *</p> <p>Interpretation set-up for 6 languages</p>	<ul style="list-style-type: none"> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations and online streaming</li> <li>• Switcher</li> <li>• Riser for head table (6 participants) with steps</li> <li>• 6 Push to talk table microphones for head table</li> <li>• Podium with microphone</li> <li>• 4 X Q&amp;A microphones on a stand</li> <li>• Microphones for Classroom-Style audience participation</li> <li>• Capacity for audio and video recording</li> <li>• Interpretation Booths for 6 languages</li> <li>• Headsets for interpretation</li> <li>• Power bars at tables</li> <li>• Lighting for head table</li> <li>• Pipe and drape</li> <li>• Media riser(s) (15-20 cameras)</li> <li>• 2 X Media boxes (6 languages + floor feed)</li> <li>• FOH with tech surround</li> </ul>	
#28	<p>Meeting Room (CSO Breakout #1)</p>	<ul style="list-style-type: none"> <li>• Large screens for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• Q&amp;A microphone on a stand</li> <li>• Interpretation Booths for 3 languages</li> <li>• Headsets for interpretation</li> <li>• FOH with tech surround</li> </ul>	
#29	<p>Meeting Room (CSO Breakout #2)</p>	<ul style="list-style-type: none"> <li>• Large screens for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• Q&amp;A microphone on a stand</li> <li>• Interpretation Booths for 3 languages</li> <li>• Headsets for interpretation</li> <li>• FOH with tech surround</li> </ul>	
#30	<p>Meeting Room (CSO Breakout #3)</p>	<ul style="list-style-type: none"> <li>• Large screens for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> </ul>	

		<ul style="list-style-type: none"> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• Q&amp;A microphone on a stand</li> <li>• FOH with tech surround</li> </ul>	
#31	Meeting Room (Side Event #1)	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>	
#32	Meeting Room (Side Event #2)	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>	
#33	Meeting Room (Side Event #3)	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>	
#34	Meeting Room (Side Event #4)	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>	
#35	Meeting Room (Side Event #5)	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>	
#36	Meeting Room (Side Event #6)	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> </ul>	

		<ul style="list-style-type: none"> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>	
#37	Meeting Room (Side Event #7)	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>	
#38	Meeting Room (Side Event #8)	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>	
#39	Meeting Room (Side Event #9)	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>	
#40	Meeting Room (Side Event #10)	<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• Sound System</li> <li>• Q&amp;A microphone on a stand</li> <li>• Monitor</li> <li>• Laptop(s) for AV presentations</li> <li>• Cue system</li> <li>• D-SAN clicker</li> </ul>	
#41	Meeting Room (Assembly Side Event #1)	<ul style="list-style-type: none"> <li>• Large screen for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• 2 X Q&amp;A microphones on a stand</li> <li>• Interpretation Booths for 3 languages</li> <li>• Headsets for interpretation</li> <li>• FOH with tech surround</li> </ul>	
#42	Meeting Room (Assembly Side Event #2)	<ul style="list-style-type: none"> <li>• Large screen for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> </ul>	

		<ul style="list-style-type: none"> <li>• Podium with microphone</li> <li>• 2 X Q&amp;A microphones on a stand</li> <li>• Interpretation Booths for 3 languages</li> <li>• Headsets for interpretation</li> <li>• FOH with tech surround</li> </ul>	
#43	50 - 100 pax Theatre Style	<ul style="list-style-type: none"> <li>• Large screen for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• 2 X Q&amp;A microphones on a stand</li> <li>• Interpretation Booths for 3 languages</li> <li>• Headsets for interpretation</li> <li>• FOH with tech surround</li> </ul>	
#44	Meeting Room (Assembly Side Event #4)	<ul style="list-style-type: none"> <li>• Large screen for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• 2 X Q&amp;A microphones on a stand</li> <li>• Interpretation Booths for 3 languages</li> <li>• Headsets for interpretation</li> <li>• FOH with tech surround</li> </ul>	
#45	Meeting Room (Assembly Side Event #5)	<ul style="list-style-type: none"> <li>• Large screen for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• 2 X Q&amp;A microphones on a stand</li> <li>• Interpretation Booths for 3 languages</li> <li>• Headsets for interpretation</li> <li>• FOH with tech surround</li> </ul>	
#46	Meeting Room (Assembly Side Event #6)	<ul style="list-style-type: none"> <li>• Large screen for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• Q&amp;A microphone on a stand</li> <li>• FOH with tech surround</li> </ul>	
#47	Meeting Room (Assembly Side	<ul style="list-style-type: none"> <li>• Large screen for presentations to fit room capacity</li> </ul>	

	Event #7)	<ul style="list-style-type: none"> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• Q&amp;A microphone on a stand</li> <li>• FOH with tech surround</li> </ul>	
#48	Meeting Room (Assembly Side Event #8)	<ul style="list-style-type: none"> <li>• Large screen for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• Q&amp;A microphone on a stand</li> <li>• FOH with tech surround</li> </ul>	
#49	Meeting Room (Assembly Side Event #9)	<ul style="list-style-type: none"> <li>• Large screen for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• Q&amp;A microphone on a stand</li> <li>• FOH with tech surround</li> </ul>	
#50	Meeting Room (Assembly Side Event #10)	<ul style="list-style-type: none"> <li>• Large screen for presentations to fit room capacity</li> <li>• Sound system</li> <li>• Cue system and clicker</li> <li>• Laptop(s) for AV presentations</li> <li>• Podium with microphone</li> <li>• Q&amp;A microphone on a stand</li> <li>• FOH with tech surround</li> </ul>	
#51	Press Conference	<ul style="list-style-type: none"> <li>• Riser in front</li> <li>• Podium with microphone</li> <li>• Q&amp;A microphone on a stand               <ul style="list-style-type: none"> <li>• Interpretation Booths for 3 languages</li> </ul> </li> <li>• Headsets for interpretation</li> <li>• Media riser</li> <li>• Media box (3 languages + floor feed)</li> <li>• Pipe and drape</li> <li>• Media lighting kit</li> </ul>	
<b>Other expenses</b>			\$
			<b>TOTAL</b>
			\$ _____



**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**



Government of Canada /  
Gouvernement du Canada

Contract Number / Numéro du contrat <b>7449056</b>
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 <b>Global Affairs Canada</b>		2. Branch or Directorate / Direction générale ou Direction <b>MSS</b>
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail <b>Provider of Audio-Visual services for the Global Environment Facility's 7th annual assembly.</b>		
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 / Etranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	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:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	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"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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?  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité:  No / Non  Yes / Oui

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?  
Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
Document Number / Numéro du document:  No / Non  Yes / Oui

**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 TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux: \_\_\_\_\_

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 À 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

Security Classification / Classification de sécurité
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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	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	A		B	C					
Information / Assets Renseignements / Biens																	
Production																	
IT Media / Support TI																	
IT Link / 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).



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

PART D - AUTHORIZATION / PARTIE D - AUTORISATION				
13. Organization Project Authority / Chargé de projet de l'organisme				
Name (print) - Nom (en lettres moulées) Kevin Boriel		Title - Titre Event Coordinator		Signature <i>Kevin Boriel</i>
Telephone No. - N° de téléphone (343) 543-9243	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel kevin.boriel@international.gc.ca	Date April 6, 2023	
14. Organization Security Authority / Responsable de la sécurité de l'organisme				
Name (print) - Nom (en lettres moulées) <b>Crawford, Deanna</b>		Title - Titre Digitally signed by Crawford, Deanna		Signature Date: 2023.04.06 11:21:13 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?				
			<input type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement				
Name (print) - Nom (en lettres moulées) Micheline Lafontaine		Title - Titre Procurement Specialist		Signature Lafontaine, Micheline O Digitally signed by Lafontaine, Micheline O Date: 2023.04.06 11:24:27 -04'00'
Telephone No. - N° de téléphone (343) 597-9010	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel micheline.lafontaine@international.gc.ca	Date	
17. Contracting Security Authority / Autorité contractante en matière de sécurité				
Name (print) - Nom (en lettres moulées)		Title - Titre		Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	

## **ANNEX "D"**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

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## ANNEX "E" to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
  - A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)