



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et changement climatique Canada</p> <p>Electronic Copy:</p> <p>soumissionsbids@ec.gc.ca Att: James Molinski</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT ET CHANGEMENT CLIMATIQUE CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre Event Management services: Management of Canada's Pavilion Event Program for COP28</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000074100</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2023-05-17</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</p> <p>at – à 2:00 P.M. on – le 2023-06-16</p>	<p>Time Zone – Fuseau horaire</p> <p>Eastern Daylight Saving Time (EDST)</p>
	<p>F.O.B – F.A.B Not applicable</p>	
	<p>Address Enquiries to - Adresser toutes questions à James Molinski</p>	
	<p>E-Mail. – Courriel james.molinski@ec.gc.ca</p>	
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2024-01-31</p>	
	<p>Destination of Services / Destination des services National Capital Region (NCR) and Dubai, United Arab Emarites</p>	
	<p>Security / Sécurité There is no security associated to this requirement</p>	
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>		
<p>Signature</p>	<p>Date</p>	



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Financial Bid Presentation Sheet, Mandatory Technical Criteria And Point Rated Technical Criteria.

The Annexes include the Statement of Work, the Basis of Payment, the Non-Disclosure Certification, the Schedule of Milestones.

1.2 Summary

1.2.1 Environment and Climate Change Canada has a requirement for Event Management Services as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from contract award date to January 31, 2024.

1.2.2 There is no security requirement associated with this requirement.

1.2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003.

1.2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

1.2.5 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), the Canada–Chile Free Trade Agreement, the Canada–Colombia Free Trade Agreement, the Canada–Honduras Free Trade Agreement, the Canada–Korea Free Trade Agreement, the Canada–Panama Free Trade Agreement, Canada-Peru Free Trade Agreement, the Comprehensive Economic Free Trade Agreement [CETA], he



Comprehensive and Progressive Agreement for Trans-Pacific Partnership [CPTPP] and the Canada-Ukraine Free Trade Agreement.

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 of 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 PSPC/PWGSC *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 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment and Climate Change Canada as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”



At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: "Deleted"

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: "the Procurement Business Number of each member of the joint venture,"

Insert: "Deleted"

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

2.2. SACC Manual Clauses

A7035T (2007-05-25), List of Proposed Subcontractors

2.3. Submission of Bids

Bids must be submitted to Environment and Climate Change Canada at the address and by the date, time and place indicated on page 1 of the bid solicitation.

2.4. Former Public Servant – Competitive Bid

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, "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:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. 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:

- a. name of former public servant;
- b. 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: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;



- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.5. 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.

2.6. Applicable Laws

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

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.

2.7. Basis for Canada's Ownership of Intellectual Property

Environment and Climate Change Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;

2.8 Bid Challenge and Recourse Mechanisms

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 bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid 1 soft copy in PDF format by e-mail

Section II: Financial Bid 1 soft copy in PDF format by e-mail

Section III: Certifications 1 soft copy in PDF format by e-mail

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

Note for electronic submission of bids:

In order to be considered, bids must be received by the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: soumissionsbids@ec.gc.ca

Attention: *James Molinski*

Solicitation Number: 5000074100

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that



has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3, Table A.1. The total amount of Applicable Taxes must be shown separately.
- 1.2 Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3, Table A.1. The total amount of Applicable Taxes must be shown separately.
- 1.3 Bidders must submit their prices FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

Failure to price any of the categories of service included in Table A.1 Attachment 1 to Part 3, will result in a bid being declared non-responsive.

- 1.4 Bidders should include the following information in their financial bid:
 - (a) Their legal name; and
 - (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



ATTACHMENT “1” TO PART 3 - FINANCIAL BID PRESENTATION SHEET

Bidders must submit all prices in Canadian dollars, including FOB destination, and custom duties, if applicable. The Goods and services Tax or Harmonized Sales Tax, if applicable, are extra.

The Bidder must provide firm all-inclusive prices for **each** of the Categories of Service (Project Activities) included in **Table A.1** below.

Failure to price any of the categories of service included in **Table A.1**, will result in a bid being declared non-responsive.

The firm all-inclusive prices include the cost of labour, fringe benefits, general and administrative expenses, time in transit, overhead, profit and the like, excepting only Applicable Taxes.

The Contractor is subject to the Applicable Laws as outlined the Resulting Contract. As such, the Contractor is responsible for ensuring adherence to these Laws, including any applicable Labour Laws. The firm fixed all-inclusive prices charged by the Contractor reflect this responsibility and Canada will not be subject to additional charges not expressly laid out herein.

Direct Expenses

All direct expenses, including all general and administrative expenses, normally incurred in providing the services (i.e. project office space [including Contractor's hardware and software]; word processing; non-project specific reports, photocopying, courier and telephone charges; local travel and the like) must be included in the firm all-inclusive prices in **Table A.1**. No other charges will be permitted under the Contract.

Direct expenses include any expenses **directly** incurred by the Contractor during the performance of the Work or for the purpose of the project, relating to the purchase or rental of materials, equipment, supplies, or other required items, subject to prior approval from the Project Authority. Direct expenses may include, but are not limited to, the following: badges; lanyards; tent cards; flip charts; on-site printing; signage; audio/video equipment rental; simultaneous interpretation equipment rental; commercial transportation; requirement-specific insurance coverage (at the request of the Project Authority); and any project-specific photocopies, telephone and facsimile charges, parking costs, and mailing, courier, and shipping fees.

Subcontracting

All subcontracted requirements must be included in the firm all-inclusive prices in Table A.1. No other charges will be permitted under the Contract.

Travel and Living Expenses

With the exception of hotel rooms in Dubai which will be provided and paid for by Canada, for other related expenses, including but not limited to airfare, ground transportation, meals and



incidentals, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/d10/en>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Hospitality

All expenses related to hospitality requirements must be included in the firm all-inclusive prices in Table A.1. No other charges will be permitted under the Contract.

All hospitality must have the prior written authorization of the Project Authority. It is the Contractor's and the Project Authority's combined responsibility to ensure that Hospitality is secured and provided in accordance with the requirements outlined in the Treasury Board Directive on the Management of Expenditures on Travel, Hospitality, Conference and Event Expenditures and the National Joint Council Travel Directive. It is the Project Authority's responsibility to adhere to all applicable internal approval procedures as they pertain to Hospitality.

The Treasury Board Directive on the Management of Expenditures on Travel, Hospitality, Conference and Event Expenditures is available at: <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228>

The National Joint Council Travel Directive is available at <http://www.njc-cnm.gc.ca/directive/d10/en>.

The firm all-inclusive prices must include all activities, gratuities, materials and costs associated with the provision of services as specified in the Annex "A" Statement of Work.

Any changes to table A.1 other than where prices are requested will render the bid non-responsive.

Table A.1- Event Management Services for Canada's Pavilion for COP 28	
CATEGORIES OF SERVICE (PROJECT TASKS/ ACTIVITIES)	FIRM PRICE (taxes extra)
1) Initial Work Plan	\$ [insert price here only]
2) Planning Phase	\$ [insert price here only]
3) Preparation Phase	\$ [insert price here only]



4) Operations Phase	\$	[insert price here only]
5) Project Closeout	\$	[insert price here only]
6) Total BID Evaluated Bid Price Sum of items 1-5 above for evaluation purposes only	\$	[insert price here only]

For the purposes of payment, Canada will make payment in accordance with the Milestone of Payments identified in accordance with article 6.8.1 of the Resulting Contract Clauses, and the Schedule of Milestone Payments identified Annex C of this bid solicitation.



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 the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.2. Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4.

4.3. Financial Evaluation

4.3.1 Evaluation of Price

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

- 4.3.2.** For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3.

4.4 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum overall score of 51 points (out of 75) for the point-rated portion of the evaluation.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 % .
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.



7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 75 and the lowest evaluated price is \$250,000 (250).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		70/75	51/75	67/75
Bid Evaluated Price		\$355,000.00	\$350,000.00	\$250,000.00
Calculations	Technical Merit Score	$70/75 \times 70 = 65.33$	$51/75 \times 70 = 47.6$	$67/75 \times 70 = 62.53$
	Pricing Score	$250,000 / 355,000 \times 30 = 21.13$	$250,000 / 350,000 \times 30 = 21.43$	$250,000 / 250,000 \times 30 = 30.00$
Combined Rating		86.46	69.03	92.53
Overall Rating		2nd	3rd	1st

In the example above, Bidder 3 would be recommended for contract award



ATTACHMENT 1 TO PART 4, MANDATORY TECHNICAL CRITERIA AND POINT RATED TECHNICAL CRITERIA

The Mandatory Technical Evaluation Criteria listed below will be evaluated on a met/not met (i.e compliant/non-compliant) basis.

Where a mandatory criterion requests a Bidder to ‘**demonstrate**’: to be considered compliant, the technical response must substantiate how the Bidder meets the criteria identified in the mandatory requirement. The substantiation must not simply be a repetition of the requirement(s), but must provide sufficient detail to demonstrate how they will meet the requirements. Simply stating that the response complies with the requirement is not sufficient. The response will fail to meet a mandatory criterion where Canada determines that the substantiation is insufficient in detailing how the Bidder demonstrates a mandatory requirement(s). The onus is on the Bidder to demonstrate its compliance.

4.2.1 Technical Evaluation

4.2.1.1 Mandatory Criteria

Bidders must meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.

Mandatory Criteria			
No.	Criteria Detail	Compliant/ Non- Compliant	Reference to Bidder's Proposal
M1	<p>EXPERIENCE OF THE FIRM</p> <p>The Bidder must have:</p> <ol style="list-style-type: none"> 1. Been in business a minimum of eight (8) years, including a minimum of five (5) years specializing in the provision of event management services 2. A physical place of business within Canada. 3. An established network of domestic and international clients/stakeholders. <p>To demonstrate its experience, the Bidder must provide the following:</p> <ol style="list-style-type: none"> a) The number of years the firm has been in business; b) The number of years the firm has specialized in the provision of event management services; and c) The physical address(es) of the firm's place(s) of business within Canada (including street address, city/town and province/territory for each). d) Examples of existing clients/stakeholders in their network. 		



<p>M2</p>	<p>EVENTS MANAGEMENT PROJECTS</p> <p>The Bidder must provide a detailed description of three (3) event management projects it has produced in the past five (5) years. For at least one (1) of the three (3) event management projects the event must have been oriented towards an international audience.</p> <p>The event management projects described must demonstrate the experience of the Bidder.</p> <p>To demonstrate its experience, the Bidder must provide for each event sample submitted the following:</p> <ol style="list-style-type: none"> 1. Name of the project/event; 2. Client (Department/firm, etc.); 3. Client contact information; 4. Description and purpose of the event (including images if available) that clearly describes how it aligns with or is comparable to what is requested in the Annex “A” Statement of Work; 5. Event start date (month and year) and length; 6. Event location (Country and province/state and city or virtual); 7. List of the event management services provided by the Bidder; 8. The total value of the Bidder’s assigned portion of the overall budget (including professional fees, direct expenses, sub-contracted expense, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes); 9. Number of participants in attendance; 10. Description of the event management services provided by the Bidder; and 11. Language(s) in which the services were provided and any accessibility features included if applicable. 		
<p>M3</p>	<p>PROJECT PLAN & REPORTING STRUCTURE</p> <p>The Bidder must provide a document outlining its project plan that includes roles and responsibilities involved, and a clear, logical and feasible work plan and schedule for punctual delivery of the identified tasks and deliverables specified in Annex “A” Statement of Work.</p> <p>The Bidder must include the following information in the project plan:</p> <ol style="list-style-type: none"> a) Schedule of deliverables and milestones; b) Project team structure in the form of a diagram, and an indication of which role(s) would be interacting with 		



	<p>ECCC on behalf of the firm;</p> <p>c) Task breakdown;</p> <p>d) Anticipated level of effort for each task; and</p> <p>e) Identification of potential risks and problem areas, with proposed mitigation or resolution measures.</p>		
M4	<p>CV AND LANGUAGE PROFILE OF THE PROJECT TEAM MEMERS</p> <p>The Bidder must provide the names, CV and for each team member, the language profile of the project team members and confirm that project managers and those supporting the project on-site in Dubai, UAE are fluent orally and in writing in both official languages of Canada.</p> <p>The Bidder must propose a minimum of three (3) team members for logistical support to the event in Dubai</p>		

4.2.1.2 Point Rated Technical Criteria

Proposals must obtain a minimum required points of 51 out of 75 to be deemed compliant.

Proposals that do not obtain a minimum required points will not be given further consideration.

SUMMARY TABLE FOR POINT-RATED CRITERIA

(Maximum: 75 points – Minimum: 51 points)

POINT RATED TECHNICAL CRITERIA	Maximum Points	Minimum Points	Final Score
R.1.1 - Project Management Approach - Overall Management Procedures and Controls	20		
R.1.2 - Project Management Approach - Risk Management	10		
R.1.3 - Project Management Approach – Planning Phase	10		
R.1.4 - Project Management Approach – Preparations Phase	20		
R.1.5 - Project Management Approach – Operations Phase	15		
Total Points	75	51	



#	Point-Rated Technical Criteria	Points Allocated	Cross-Reference to bid (indicate page #)
R.1.1	<p align="center">Project Management Approach - Overall Management Procedures and Controls (Maximum: 20 points)</p>		
	<p>The Bidder should propose a general preliminary project management approach for the Canadian pavilion event program that provides flexibility and considers client needs as specified in the Annex “A” Statement of Work.</p> <p>The Bidder should provide a detailed description of the proposed project management approach and the procedures, schedule controls, as well as the tools and techniques that will be used to plan, organize and implement the events program for the Canadian pavilion.</p> <p>The description should outline the approach to deliver the key requirements as specified in the Annex “A” Statement of Work and key areas that require input from the Client during all stages of the event from the planning stage to the final event production</p> <p>*****</p> <p>Percentage factors utilized for evaluation:</p> <p><u>0 pts – Not acceptable.</u> Criterion not met, or not enough information provided and/ or technically not acceptable. Less than established minimum.</p> <p><u>14 pts – Acceptable</u> This is the established minimum.</p> <ul style="list-style-type: none"> • Describes the Bidder’s process; schedule controls, planning tools and techniques. • Demonstrates techniques to plan, organize, and implement the pavilion event program. • The approach meets the key requirements of the pavilion event program. • Demonstrates ECCC involvement in the approach. • Aligned with the specifications of the Annex “A” Statement of Work. <p><u>20 pts – Very good</u></p> <ul style="list-style-type: none"> • Details provided to describe the Bidder’s process; schedule controls and planning tools and techniques are clear and complete. • Demonstrates very efficient techniques to be put in place and used to plan, organize, direct, evaluate risks, respond, and implement the pavilion event program. • The approach exceeds the key requirements of the pavilion events program or includes novel elements that had not been considered. • Demonstrates on-going client involvement in the approach and 		



<p>outlines key areas that require input from ECCC. Approach for working with Project Authorities is very good.</p> <ul style="list-style-type: none"> Aligned with the specifications of the Annex "A" Statement of Work. 		
SubTotal (Maximum allocation of points 20)		

#	Point-Rated Technical Criteria	Points Allocated	Cross-Reference to bid (indicate page #)
R.1.2	Project Management Approach - Risk Management (Maximum: 10 points)		
	<p>The Bidder should describe its risk management approach to identify, evaluate and mitigate/resolve the risks, challenges and issues associated with planning and implementation of the event program.</p> <p>*****</p> <p>Percentage factors utilized for evaluation:</p> <p><u>0 pts – Not acceptable.</u> Criterion not met, or not enough information provided and/ or technically not acceptable. Less than established minimum.</p> <p><u>7 pts – Acceptable</u> This is the established minimum.</p> <ul style="list-style-type: none"> The Bidder's response satisfactorily addresses this criterion. The knowledge, experience or approach demonstrated should meet the minimum needed for adequate performance on this aspect of the work. Weaknesses and/or minor omissions are noted, but will not cause major risks to the event program. <p><u>10 pts – Very good</u></p> <ul style="list-style-type: none"> The Bidder's response to this criterion addresses the requirement very well. The knowledge, experience or approach demonstrated should ensure more than adequate performance on this aspect of the work. There are no weaknesses and omissions that will cause major risks to the event program. 		
SubTotal (Maximum allocation of points 10)			



#	Point-Rated Technical Criteria	Points Allocated	Cross- Reference to bid (indicate page #)
R.1.3	Project Management Approach – Planning Phase (Maximum: 10 points)		
	<p>The Bidder should describe how it will meet the requirements for the planning phase of work as specified in section 4.1.2 of the Annex “A” Statement of Work.</p> <p>The Bidder should provide details that include:</p> <p style="padding-left: 40px;">a) A description and rationale for that demonstrates how they will meet the requirements in section 4.1.2 the Annex “A” Statement of Work.</p> <p>*****</p> <p>Percentage factors utilized for evaluation:</p> <p><u>0 pts – Not acceptable.</u> Criterion not met, or not enough information provided and/ or technically not acceptable. Less than established minimum.</p> <p><u>5 pts – Acceptable</u> This is the established minimum.</p> <ul style="list-style-type: none"> • The Bidder provides sufficient details on how they propose to gather event proposals for event programming; engage with partners and stakeholders; and develop a programming agreement. • The proposed approach meets the minimum needed for adequate performance on this aspect of the work. Weaknesses and/or minor omissions are noted, but will not cause major risks to the event program. <p><u>10 pts – Very good</u></p> <ul style="list-style-type: none"> • The Bidder gives clear and achievable details on how they propose to gather proposals for programming; engagement with partners; and programming agreement. • The proposed approach should ensure more than adequate or excellent performance on this aspect of the work. • There are no weaknesses and omissions that will cause major risks to the event program. 		
SubTotal (Maximum allocation of points 10)			



#	Point-Rated Technical Criteria	Points Allocated	Cross-Reference to bid (indicate page #)
R.1.4	Project Management Approach – Preparations Phase (Maximum: 20 points)		
	<p>The Bidder should describe how it will meet the requirements for the preparations phase as specified in section 4.1.3 of the Annex “A” Statement of Work.</p> <p>The Bidder should provide details that include:</p> <ol style="list-style-type: none"> a) A description and rationale for the proposed process/intake system through which they will seek and review applications and make recommendations to ECCC. b) A description and rationale for the proposed process through which they will work with event leads and ECCC to develop an event program. c) A description and rationale on how they will work with event leads to address challenges and support their events. d) A description and rationale on how they will work to procure promotional items for the pavilion. <p>*****</p> <p>Percentage factors utilized for evaluation:</p> <p><u>0 pts – Not acceptable.</u> Criterion not met, or not enough information provided and/ or technically not acceptable. Less than established minimum.</p> <p><u>15 pts – Acceptable</u> This is the established minimum.</p> <ul style="list-style-type: none"> • The Bidder’s provides sufficient details on how they propose to deliver the preparations phase for the event. • Weaknesses and/or minor omissions are noted, but will not cause major risks to the event program. <p><u>20 pts – Very good</u></p> <ul style="list-style-type: none"> • The Bidder’s gives clear and achievable details on how they propose to deliver the work under the preparations phase of the statement of work. • There are no weaknesses and omissions that will cause major risks to the event program. 		
SubTotal (Maximum allocation of points 20)			



#	Point-Rated Technical Criteria	Points Allocated	Cross-Reference to bid (indicate page #)
R.1.5	Project Management Approach – Operations Phase (Maximum: 15 points)		
	<p>The Bidder should describe how it will meet the requirements for a the operations phase as specified in section 4.1.4 the Annex “A” Statement of Work.</p> <p>The Bidder should provide details that include:</p> <ul style="list-style-type: none"> a) A description and rationale for how it will support the delivery of the events on the ground. b) The steps it will take to mitigate logistical challenges and support the full implementation of the event program. <p>*****</p> <p>Percentage factors utilized for evaluation:</p> <p><u>0 pts – Not acceptable.</u> Criterion not met, or not enough information provided and/ or technically not acceptable. Less than established minimum.</p> <p><u>10 pts – Acceptable</u> This is the established minimum.</p> <ul style="list-style-type: none"> • The Bidder’s provides sufficient details on how they propose to deliver the preparations phase for the event. • Weaknesses and/or minor omissions are noted, but will not cause major risks to the event program. <p><u>15 pts – Very good</u></p> <ul style="list-style-type: none"> • The Bidder’s gives clear and achievable details on how they propose to deliver the work under the preparations phase of the statement of work. • There are no weaknesses and omissions that will cause major risks to the event program. 		
SubTotal (Maximum allocation of points 15)			
TOTAL SCORE (minimum required is 51 /75)			



PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

5.1. Certifications Required Precedent to Contract Award

5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2. 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2. Additional Certifications Required Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.



5.2.1. Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

PART 6 - RESULTING CONTRACT *(delete at contract award)*

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation. *(delete at contract award)*

Title: *(insert at contract award)*

6.1. Statement of Work

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

6.2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PSPC/PWGSC *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.

6.2.1 General Conditions

2035 (2022-12-01), General Conditions - Professional Services (High Complexity), as modified below, apply to and form part of the Contract.

6.2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

4007 (2010-08-16), Canada to own Intellectual Property Rights in Foreground



6.2.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ (*insert name(s) of person(s)*).

6.2.4 Non-disclosure Agreement

The Contractor shall obtain from its employee(s) or subcontractor(s) the completed and signed Non-Disclosure Agreement, attached as Annex D, and deliver it to the contracting authority. Information furnished by or on behalf of Canada in connection with the Work.

6.3. Security Requirement

There is no security requirement applicable to this Contract.

6.4. Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to January 31, 2024 inclusive

6.5. Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Environment and Climate Change Canada

Procurement and Contracting Division

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

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

6.5.2 Project Authority (*To be disclosed at contract award*)

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____



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

In its absence, the Project Authority is:

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

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

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

6.5.3 Contractor's Representative
(To be disclosed at Contract Award)

6.6. 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 Contractor 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.

6.7. Payment

6.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ *(insert the amount at contract award)*. Applicable Taxes are extra.

6.7.2 Limitation of Expenditure



- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ _____. *(insert the amount at contract award)*. Customs duties are included and the Applicable Taxes are extra.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (i) when it is 75 percent committed, or
 - (ii) four (4) months before the contract expiry date, or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
- (c) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.8. Invoicing Instructions

6.8.1 Milestone Payments

For the portion of the Work subject to a firm price :

- 6.8.1.1** Canada will make milestone payments in accordance with the Schedule of Milestone Payments detailed in the Contract and the payment provisions of the Contract if:
 - (a) an accurate and complete claim for payment and any other document 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) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

Payment will be made in accordance with the Schedule of Milestone Payments identified in Annex C, Schedule of Milestone Payments.

- ii. **For the travel portion of the Work (e.g. airfares, ground transportation) or direct expenses where expenses will be cost-reimbursable :**



6.8.1.2 Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 100% percent of the amount claimed and approved by Canada if:

1. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
2. the amount claimed is in accordance with the basis of payment;
3. the total amount for all progress payments paid by Canada does not exceed 100% percent of the total amount to be paid under the Contract subject to a cost reimbursable element;
4. all certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.

6.9 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.

6.10. Applicable Laws

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

6.11. 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 Articles of Agreement;
- (b) the supplemental general conditions:
4007 (2010-08-16) Canada to own Intellectual Property in Foreground;
- (c) the general conditions :
2035 (2022-12-01) General Conditions – Professionnal Services (High Complexity)
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Schedule of Milestone Payments
- (g) Annex D, Non-Disclosure Certification
- (h) the Contractor's bid dated _____,

6.12. Insurance

SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirement



The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.13 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](#)".

6.14 DISTRIBUTION AND RIGHTS

All deliverables by the Contractor shall become the property of Canada. Canada shall have full and complete rights to distribute and use any deliverable created by the Contractor in response to this contract.



ANNEX “A” STATEMENT OF WORK

1. Title:

Management of Canada’s Pavilion Event Program for COP28

2. Background:

The Conference of the Parties (COP) to the United Nations Framework Convention on Climate Change (UNFCCC) takes place annually. It functions as both the UNFCCC’s supreme decision-making body as well as a broader UN climate change conference. COPs bring together up to 50,000+ participants from around the world through several streams of engagement and discussion:

- **Technical negotiations:** country delegates advancing technical work in the various areas of the UNFCCC’s mandate, including advancing the implementation of the Paris Agreement.
- **High Ministerial dialogues and events:** political leaders strategically engaging to advance global efforts on climate change.
- **Official side events and exhibits:** parallel thematic discussions, events and pavilions showcasing climate action and technologies, including by representatives of business, civil society, sub-national governments, Indigenous peoples, and others.

COP28 will be hosted by the United Arab Emirates, in Dubai, from November 30 – December 12, 2023. While the UAE has yet to formally outline details concerning the event, national pavilions will again be a prominent feature of COP28. Pavilions are physical high-visibility spaces within the COP that can help advance a country’s priorities by providing a hub for networking and engaging with stakeholders, a space for hosting events with partners and a ready-made venue for showcasing and promoting Canada on the world stage.

Canada intends to divide its pavilion space to serve two key functions:

1. A space for gathering and networking, where officials, partners, stakeholders and delegates from around the world can gather to interact and learn more about Canadian climate initiatives.
2. A space to host events where the Government of Canada, subnational governments, Indigenous peoples and Canada’s domestic and international stakeholders can host short events dedicated to profiling specific climate change initiatives and themes to an in-person audience of up to 20 people.

Environment and Climate Change Canada (ECCC) is seeking the services of an Event Management Team (EMT) to assist with the gathering of event proposals, the creation of the event program, and assist with the logistical coordination (e.g., room set-up) and execution of the events on site (e.g., changes to schedule), which will take place at Canada’s national pavilion at COP28. ECCC is seeking to achieve a dynamic and memorable Canada program that reflects the breadth of Canada’s climate leadership and ensures that Canada distinguishes itself as climate leader in a highly competitive international environment at the Pavilion.

The program will run for 10 days from December 1 to December 11, 2023 (excluding Thursday, December 7). The program is estimated to include up to six events per day ranging from 1 to



1.5 hours in length on average, with 30 minutes between each event for set-up and take down. A sample daily schedule for illustrative purposes would consist of the following:

Sample Daily Schedule
8:30-9:00 (30min) - Setup
9:00-10:00 (1h) – Event 1
10:00-10:30 (30min) – Take Down/Set-Up
10:30-11:30 (1h) – Event 2
11:30-12:00 (30min) – Take Down/Set-Up
12:00-13:00 (1h) – Event 3
13:00-13:30 (30min) – Take Down/Set-Up
13:30-15:00 (1.5h) – Event 4
15:00-15:30 (30min) – Take Down/Set-Up
15:30-16:30 (1h) – Event 5
16:30-17:00 (30min) – Take Down/Set-Up
17:00-18:00 (1h) – Event 6
18:00-18:30 (30min) – Take Down/Set-Up
19:00-20:00 <i>**evening events would be less frequent ranging from 2-5 events over the duration of the conference</i>

Canada’s National Pavilion program is expected to consist of a total of approximately 60 events over the 10 days of programming. Events are estimated to be composed of 2-5 panelists, or keynote speakers, with approximately 20 in-person audience members to be seated on a first come first serve basis.

3. Objective:

The successful contractor would work with ECCC to:

- Develop a promotional outreach strategy that leverages their resources and networks as appropriate;
- Solicit, gather and triage proposals for events at Canada’s Pavilion at COP28 by engaging with various Canadian and international entities (e.g. other government departments, businesses, youth and indigenous organizations, international organizations, etc.); Act as the main point of contact for all communication related to events at Canada’s Pavilion throughout the contract period;
- Collaborate with ECCC and applicants to develop an engaging and interactive program;
- Collaborate with ECCC to lead the creation of the program schedule and make on-site scheduling changes as required; and
- Coordinate and support the execution of these events on the ground for the duration of COP28 (e.g., set-ups, tear downs, moving attendees in and out of the event space).

4. Scope of Work:

Specific work requirements under this contract are outlined below. The main responsibility of the EMT is to promote, solicit, gather and triage event proposals, manage the communication with all event leads, create the program and events schedule, including maintaining a website/application to share up to date information, and be responsible for the on-site logistics



of these events for Canada's National Pavilion. All strategic and logistical work plans for fulfilling these requirements must be developed in collaboration with, and approved by, ECCC.

4.1 – Requirements

4.1.1 Initial workplan (Start of contract)

- Within the first two-weeks of the contract being awarded, the EMT in collaboration with ECCC, will develop a detailed critical path outlining a schedule of key milestones for promoting, soliciting and gathering proposals, and be responsible for the overall logistical plans to create and deliver the events program of Canada's Pavilion at COP28.

4.1.2 Event Planning Phase (Start of Contract – July 2023)

- In close collaboration with ECCC, ensure the promotional outreach, solicitation and gathering of proposals for events for Canada's Pavilion at COP28 by engaging with various Canadian and international entities (e.g., other government departments, businesses, youth and indigenous organizations, international organizations, etc.)
 - NOTE: Gather event proposals through an intake system to be determined.
- The EMT, under the direction of ECCC, will develop a programming agreement that includes a detailed list of expectations and event rules and regulations. In collaboration with ECCC, the EMT will develop some options and concepts for possible activity and event formats suitable to the pavilion. Information on infrastructure, for the gathering and networking will be provided to applicants when it becomes available.
- The EMT will be responsible to be the primary point of contact with Canadian and international entities from the start of contract and until the successful completion of COP28.
- The EMT will participate in meetings with ECCC and the host country regarding the layout and design of the pavilion to ensure it aligns with programming goals and objectives.

4.1.3 Preparations Phase (August – November 2023)

- The EMT will be responsible for conducting an initial review (quality control) of event proposals (estimated at 150-200 applications) and triaging the applications against an evaluation criterion developed by ECCC.
- The EMT is responsible to collect all applications and provide them to ECCC for review and awarding in a readily accessible format.
- Once ECCC has reviewed the applications and made a final selection, it will inform the EMT who will then communicate with all successful and unsuccessful applicants of the status of their proposal.
 - NOTE: If the contract with the EMT is not in place by the time the awarding of events occurs, this task will be completed by ECCC.
- The EMT would offer 4 virtual briefings (2 in each official language) to provide general guidance as to expectations and format of events (e.g., panel discussions, workshops, keynote speakers, etc.) and answer any questions that may arise.
- The EMT will be responsible for being the primary point of contact with event leads and will work with them to:
 - Provide information (e.g., speakers package) on expectations for the use of the event space;



- Identify suitable times for their event;
- Understand and resolve any logistical challenges with respect to planning their event;
- Obtain any necessary visual branding for the event in advance from each event lead.
 - NOTE: All information shared with event leads will be defined and approved ahead of time by ECCC to ensure it respects branding, but also size, and technology that will be available at the Pavilion.
- Working with ECCC, the EMT will be responsible for the creation and the management of a detailed event program.
 - NOTE: We expect the programming will see a lot of changes and this will require a lot of flexibility as we anticipate events to move frequently.
- The EMT will work with event leads to provide short descriptions of each event in both official languages, which can be used to promote the event on an ECCC-hosted website and at COP28.

4.1.4 Operations Phase (November 2023)

- The EMT team will join the ECCC team up to three (3) days in advance of the start of COP28 to attend the handover of the pavilion from the UAE government.
- The EMT will be responsible for liaising with event leads and answering logistical questions related to the program on the ground.
- The EMT will provide 2-3 support staff on-site as required to support the events delivery which includes set-up and take-down between each event, troubleshoot scheduling issues and coordinate visual components of each events (ex. PowerPoints, videos ...).
 - NOTE: The EMT will not be responsible for supplying audio/visual equipment nor to oversee its distribution at events.

4.1.5 Close out (January 2024)

- The EMT will provide a final report on lessons learned and a final budget statement to ECCC.

PART B – PROJECT ADMINISTRATION

- The EMT will hold frequent meetings with ECCC staff. The frequency and often immediate and urgent nature of these interactions require the contractor to have at least one project manager and one back-up project manager responsible for the project available for regular virtual (or in-person, if permitted) meetings throughout the duration of the contract.
- On a monthly basis, with status dated on the last working day of the month, the EMT must perform a Project Schedule update. The Project Schedule update must reflect the following:
 - progress of each activity to the date of the report;
 - any logistical changes, both historic and planned;
 - projections of progress and completion;
 - the actual start and finish dates of all activities being monitored;
 - current critical path(s) compared with previous months.



4.2 Milestones Schedule

Tasks/Activities	Time Schedule	Key Milestones / Deliverables
Initial Work Plan	Start of contract	Provide detailed work plan for approval within 2 weeks of signature of the contract.
Planning Phase	Start of Contract - July 2023	Develop documentation for the event leads about events rules and expectations.
Preparations Phase	August 2023 - November 2023	Work with ECCC to develop final program and work with successful applicants to develop their events.
Operations Phase	November 2023	Execution of pavilion events program and manage schedule of events.
Close out	January 2024	Final Reporting, discussions, lessons learned, budget and final invoicing.

5. Language

The programming of the pavilion and any promotional materials associated with the program must meet the language requirements under the Official Languages Act. The EMT must be able to work with prospective and successful event leads in both official languages.

The EMT project managers and event on-site workers shall be fully bilingual in Canada's both official languages (French and English). ECCC will be responsible for translating content posted on the ECCC-hosted promotional site for the pavilion (web and mobile).

6. Location of Work

The work will be completed at the contractor's place of business as well as the site of the national pavilion, in Dubai, UAE.

7. Travel

Contractor must include travel costs in their bids and may include, but is not limited to:

- a. Participating in in-person meetings with ECCC officials may be required (if permitted), in all phases of work at ECCC offices (351 Boulevard Saint-Joseph, Gatineau, Quebec).
- b. Travelling to the COP28 venue in Dubai, UAE, to provide on-site services in support of Canada's Pavilion event program.

All travel and living expenses within Canada and abroad associated with the delivery of services under the Scope of Work is the responsibility of the Contractor and must form part of the bid price and must be clearly identified in the overall project schedule and budget.

The bid shall include the travel cost of 2-3 EMT staff at COP28 in Dubai. Travel costs are subjected to the limits set out by the National Joint Council Directive on Travel.

The Contractor is responsible for all activities and costs for any other shipping, storage and delivery related to the performance of its work to the conference site.



Hotel Accommodations in Dubai will be provided by Environment and Climate Change Canada for the duration of the event and therefore the Contractor will need not need to make any arrangements, or providing costing, for hotel rooms.

The Contractor will be required to pay for its airfare (economy class), transportation to and from its hotel and the pavilion. All expenses are cost-reimbursable subject to the limits set out in the National Joint Council Directive, under the Provisions applicable to Contractor travel. (<https://www.njc-cnm.gc.ca/directive/d10/v238/s657/en>). Travel arrangement subject to prior approval from the Project Authority.

All visas and entry requirements into the UAE are strictly the responsibility of the Contractor.

8. Privacy

In the event of a suspected security incident or privacy breach, the affected party must immediately notify the other party and provide a detailed written report of the circumstances of the incident or breach and of any remedial actions undertaken in response to said incident or breach.

ECCC must follow their established security incident or privacy breach management plans, including notifying the Access to Information and Privacy Division and Security Management Directorate.



ANNEX "B"
BASIS OF PAYMENT
(for illustration purposes only)

The firm all-inclusive prices must include all activities, gratuities, materials and costs associated with the provision of services as specified in the Annex "A" Statement of Work.

The firm all-inclusive prices include the cost of labour, fringe benefits, general and administrative expenses, time in transit, overhead, profit and the like, excepting only Applicable Taxes. All prices must be in Canadian Dollars

All direct expenses, including all general and administrative expenses, normally incurred in providing the services (i.e. project office space [including Contractor's hardware and software]; word processing; non-project specific reports, photocopying, courier and telephone charges; local travel and the like) must be included in the firm all-inclusive prices. No other charges will be permitted under the Contract.

All subcontracted requirements must be included in the firm all-inclusive prices in **Table A.1**. No other charges will be permitted under the Contract.

i. Events Management Services subject to a firm price

Table B.1- Management of Canada's Pavilion Event Program for COP27		
NO.	CATEGORIES OF SERVICE (PROJECT TASKS/ ACTIVITIES)	Milestone Payment
1	Initial Work Plan	\$ (5% of total bid evaluated price)
2	Planning Phase	\$ (5% of total bid evaluated price)
3	Preparations Phase	\$ (45% of total bid evaluated price)
4	Operations Phase	\$ (40% of total bid evaluated price)
5	Close out	\$ (5% of total bid evaluated price)
Grand Total for Events Management Services		\$



ii. Travel and Living Expenses: Estimated Cost: \$ 20,000.00

Hotel Accommodations in Dubai will be provided by Canada.

For the other requirements relative to travel described in the Statement of Work in Annex A, including but not limited to airfare, ground transportation, meals and incidentals:

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) ; and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

Canada will not accept any travel and living expenses for:

- a. Work performed within 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: <http://laws.justice.gc.ca/eng/acts/N-4/> ;
- b. Any travel between the Contractor's place of business and the NCR; and
- c. Any relocation of resources

iii. Other Direct Expenses: Estimated Cost: \$ 15,000.00

All other direct expenses are subject to prior approval from the Project Authority.

Direct expenses include any expenses **directly** incurred by the Contractor during the performance of the Work or for the purpose of the project, relating to the purchase or rental of materials, equipment, supplies, or other required items, subject to prior approval from the Project Authority. Direct expenses may include, but are not limited to, the following: badges; lanyards; tent cards; flip charts; on-site printing; signage; audio/video equipment rental; simultaneous interpretation equipment rental; commercial transportation; and any project-specific photocopies, telephone and facsimile charges, parking costs, and mailing, courier, and shipping fees.

Total Estimated Contract Price (i +ii+iii) : _____ *(insert the sum of the firm price and the limitation of expenditure)*, Applicable Taxes extra.



ANNEX “C” SCHEDULE OF MILESTONE PAYMENTS

For the firm price portion of the Work, Canada will make milestone payments in accordance with the milestone schedule detailed in the Contract and the payment provisions of the Contract if :

- an accurate and complete progress claim or other documentation required by the Contract has been submitted in accordance with the billing instructions provided in the Contract
- all such documents have been verified by the authorized representatives;
- all work associated with the milestone and, as applicable, any required deliverables have been completed and accepted by Canada.

Payment will be made in accordance with the Table below:

Milestones		Description	Schedule	Payment upon completion and acceptable of the Work by Canada Refer to Table A.1, Attachment 1 to Part 3, Financial Bid
1	Initial Work Plan	Provide detailed work plan for approval within 2 weeks of signature of the contract.	Start of contract	5% of the total Bid evaluation Price.
2	Planning Phase	To gather event proposals “call for events” and outline rules and expectations. Launch request for programming within first month of the phase.	Start of Contract - July 2023	5% of the total bid evaluated price.
3	Preparation Phase	Triage and make recommendations on programming. Work with ECCC to develop final program and work with successful applicants to develop their events.	August 2023 - October 2023	45% of the total bid evaluated price. - August 15% - September 15% - October 15%
4	Operation Phase	Execution of pavilion events program.	November 2023	40% of the total bid evaluated price
5	Close out	Final Reporting, discussions, lessons learned, budget and final invoicing.	January 2024	5% of the total bid evaluated price



ANNEX “D”

NON-DISCLOSURE CERTIFICATION

I, _____, recognize that in the course of my work as an employee or subcontractor of Environment and Climate Change Canada I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial

No.: _____

Signature

Date