

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :**

Agriculture and Agri-Food Canada / Agriculture et Agroalimentaire Canada  
**Attn: Kyle Harrington**  
**Email: [kyle.harrington@agr.gc.ca](mailto:kyle.harrington@agr.gc.ca)**

**REQUEST FOR PROPOSAL/  
DEMANDE DE PROPOSITION**

**Proposal To: Agriculture and Agri-Food Canada**  
 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 and service, and construction as listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à : Agriculture et Agroalimentaire Canada**  
 Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiquer(s).

**Comments-Commentaires**

**Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/ de l'entrepreneur**

**Issuing Office- Bureau de distribution**

Agriculture and Agri-Food Canada / Agriculture et Agroalimentaire Canada

Corporate Materiel Management Centre/ Centre de gestion intégrée du matériel

<b>Title/Titre:</b> <b>China Fisheries &amp; Seafood Expo Hongdao International Convention and Exhibition Center Qingdao, China 2024</b>	
<b>Solicitation No. – N° de l’invitation</b> 01B68-23-0213	<b>Date of Solicitation – Date de l’invitation</b> <b>March 27 2024</b>
<b>Solicitation Closes – L’invitation prend fin</b> At – à : 14 :00 On-le : April 17 <sup>th</sup> 2024	<b>Time Zone - Fuseau Horaire</b> EST
<b>Address Enquiries to: Adresser toutes questions à :</b>	
<b>Name : Kyle Harrington</b> <b>Email : <a href="mailto:kyle.harrington@agr.gc.ca">kyle.harrington@agr.gc.ca</a></b>	
<b>Telephone No. – N° de téléphone</b> N/A	<b>FAX No. – N° de fax</b> N/A
<b>Destination- of Goods, Services, and Construction :</b> <b>Destination-des biens, services et construction:</b>	
<b>Instructions:</b> Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item. <b>Instructions:</b> Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.	
<b>Delivery required - Livraison exigée</b>	<b>Delivery offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/ de l'entrepreneur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm - Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur</b>	
<hr/> <b>(type or print) - (taper or écrire en caractère d'imprimerie)</b>	
<b>Signature:</b> <b>Date:</b>	

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## **PART 1 – GENERAL INFORMATION**

### **1.1 INTRODUCTION**

This document states terms and conditions that apply to bid solicitation # 01B68-23-0213 it is divided into seven parts plus annexes and, attachments 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 and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of 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, if applicable, and the basis of selection;

**Part 5 Certifications:** includes the certifications to be provided;

**Part 6 Security, Financial and Other Requirements:** includes specific requirements that must be addressed by bidders; and

**Part 7 Resulting Contract Clauses:** includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work, the Basis of Payment, the Bid Evaluation Criteria, and any other annexes.

### **1.2 SUMMARY**

1.2.1 This bid solicitation is being issued to satisfy the requirement of Agriculture and Agri-Food Canada. It is intended to result in the award of one (1) contract from contract award to March 31, 2025 with three (3), one (1) year option periods.

1.2.2 Agriculture & Agri-Food Canada (AAFC), is seeking proposals for Pavilion Design and Fabrication services at China Fisheries & Seafood Expo (CFSE) 2024.

In order to ensure the prosperity of the sector, the Canadian agri-business community needs to successfully compete and adapt to the changing needs of domestic and international markets. AAFC's Canada Pavilion Program provides Canadian food exporters with the opportunity to enhance the exposure of their products against international competition by differentiating their products through the use of branding tools and attributes. The Canadian presence at international trade shows, through the Canada Pavilion Program, should highlight the following key Canada Brand attributes: quality, innovation, sustainability, diversity, and food.

Bids **must** include the following:

1. **Executive Summary:** A brief overview of the proposed plan, expectations, and understanding of the project.

2. **Design Concept:** Canada's "Brand" is well defined (see Annex G), as such design proposals for a Canada Pavilion must take full advantage of Canada's international reputation. The bid will include a design layout for a 420 square metre (sq. m) Canada Pavilion made up of one Stand of 30mx6m (180 square metres) and two stands of 20mx6m (120 square metres)

The design must be distinctly Canadian and stand out from other countries/competitors on the show floor. The design will take advantage of Canada Brand attributes while addressing the target audience's perception of what is distinctly Canadian.

The design must allow for a combination of enclosed and open concept booth layouts to accommodate the needs of both individual companies as well as larger group exhibitors. The design and layout of the pavilion should be flexible to accommodate changes from year-to-year. The design should include sustainable materials that can be reused throughout the duration of the contract.

3. **Project Management for Services:** Provide a detailed description of the approach, resources for each service and detailed, comprehensive timelines including milestones for planning and interactions with Show Authority, AAFC and exhibitors as well as fabrication and delivery schedule.
4. **Contingency Plan:** Describe any major challenges, constraints or unexpected situations and/or major difficulties that may arise during the course of the project including staffing issues and provide proposed solutions and approaches to address these.
5. **Summary/Recommendation:** Provide any additional information and/or recommendations that are essential to the project.

With the exception of certain basic site requirements that must be provided or ordered separately, the Contractor will provide a complete turnkey package that includes all goods and services to be detailed in the tender drawings and the specifications described herein (Statement of Work).

Any components and services not covered or mentioned herein, but obviously necessary to the completion of a fully operational exhibit are to be identified separately in the Contractor's Technical proposal and included in the Financial Proposal.

In the case of conflict or discrepancies between the Statement of Work and the referenced set of tender drawings provided, the specifications given in the Statement of Work shall prevail.

1.2.3 There is a Security component associated with this requirement.

### 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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20): Delete "Public Works and Government Services Canada" and Insert "Agriculture and Agri-Food Canada". Delete "PWGSC" and Insert "AAFC".

Subsection 5.2 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:

Delete: (d) send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;

Insert: (d) send its bid only to the specified Bid Receiving Unit of Agriculture and Agri-Food Canada (AAFC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;

### **2.2 Submission of Bids**

Unless specified otherwise in the RFP, bids must be received by the Contract Authority via email identified by the date, time and place indicated on page 1 of the solicitation.

[Kyle.harrington@agr.gc.ca](mailto:Kyle.harrington@agr.gc.ca)

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

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, 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 FPSs 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.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than **ten (10)** 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.

## **2.5 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.



## 2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **ten (10)** days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 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.

## 2.8 Basis for Canada's Ownership of Intellectual Property

Agriculture and Agri-Food 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](#):

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

- a. **Copies of Bid:** Canada requests that bidders provide their bid in separately bound sections as follows:

- i. Section I: Technical Bid
- ii. Section II: Financial Bid
- iii. Section III: Certifications not included in the Technical Bid

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

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

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

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

- 1) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGystar, etc.)
- 3) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
  - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
  - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical 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.

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment provided in Annex "B" of this bid solicitation. The total amount of Applicable Taxes must be shown separately, if applicable.

**Section III: Certifications**

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

## **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 and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- b. An evaluation team composed of representatives of the Identified User(s) will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- c. In addition to any other time periods established in the bid solicitation:
  - i. **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
  - ii. **Requests for Interviews:** If Canada wishes to interview the Bidder and/or any or all of the resources proposed by the Bidder to fulfill the requirements of the bid solicitation, the Bidder will have 2 working days following notice by the Contracting Authority to make any necessary arrangements (at the Bidder's sole cost) for the interview to take place at a location specified by Canada.
  - iii. **Requests for Further Information:** If Canada requires additional information to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
    - A. Verify any or all information provided by the Bidder in its bid; or
    - B. Contact any or all references supplied by the Bidder (e.g., references named in the grids of individual resources) to verify and validate any information submitted by the Bidder.

The Bidder must provide the information requested by Canada within two (2) working days of a request by the Contracting Authority.
  - iv. **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

### **4.2 Technical Evaluation**

#### **a. Mandatory Technical Criteria :**

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "shall" or "mandatory" is a mandatory requirement. Bids that do not comply with every mandatory requirement will be considered non-responsive and be disqualified. The Mandatory evaluation criteria are described in Annex C Technical Evaluation Criteria.

**b. Design Technical Rated Criteria:**

Each bid will be rated by assigning a score to the design point rated criteria requirements, which are identified in the bid solicitation by the word " DESIGN AND TECHNICAL RATED REQUIREMENTS " or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in Annex C Technical Evaluation Criteria.

- i. A DESIGN AND TECHNICAL RATED REQUIREMENTS Proposal Score (out of 50 points), will be computed for each technically responsive Bidder using the following formula:

Actual Score	x 50 =	<b>Final Score</b>
Maximum Score Attainable		<i>50% of Bidders Calculated Score</i>

**Example: Given the Bidder has met the minimum threshold for the point-rated evaluation criteria**

37	x 50 =	<b>Final Score</b>
50		37 out of 50

**Note:** Scores will be computed to a maximum of three decimal places.

**c. Point-Rated Technical Criteria:**

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in Annex C Technical Evaluation Criteria.

- ii. A Technical Proposal Score (out of 62 points), will be computed for each technically responsive Bidder using the following formula:

Actual Score	x 25 =	<b>Final Score</b>
Maximum Score Attainable		<i>25% of Bidders Calculated Score</i>

**Example: Given the Bidder has met the minimum threshold for the point-rated evaluation criteria**

48	x 25 =	<b>Final Score</b>
62		19.355 out of 25

**Note:** Scores will be computed to a maximum of three decimal places.

**Technically Responsive Proposal:** A technically responsive proposal is a proposal that  
 A. Meets the mandatory requirements and obtains the required minimum points specified in the bid solicitation for the criteria that are subject to point rating.

### 4.3 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes, FOB destination, Customs duties, excise taxes, associated cost for travel and out of pocket expenses included.

In the Financial Proposal, the Bidder shall provide a firm all-inclusive price to provide the services requested in accordance with the **deliverables identified in Annex A and the requirements specified in Annex E and Annex F.**

The requirements of the Financial Proposal are detailed in Annex B Basis of Payment and Annex C Evaluations Procedures and Criteria.

**Prices shall not appear in any area of the proposal except in the Financial Proposal.**

All bids must be in Canadian dollars. Financial evaluations are calculated on the total cost of the project, excluding GST or HST (if applicable). Only the Canadian currency value for the bid will be used in evaluating a proposal. The Canadian currency value for a bid is fixed at the time of the proposal, irrespective of future changes in currency rate.

The failure by a company to bid in Canadian dollars (a mandatory requirement of the solicitation) is sufficient to make its proposal non-compliant. AAFC will reject a company's bid made in any other currency than Canadian.

**Maximum Budget:** The firm all-inclusive cost of the resulting contract must not exceed **\$470,400.00 CAD**. **Any bids exceeding this value will be deemed non-compliant and given no further consideration.**

### 4.4 Basis of Selection

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 of 35 points overall for the Design Point Rated Criteria which are subject to point rating. The rating is performed on a scale of 50 points.
  - d. obtain the required minimum points for each category of point-rated technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of the combined points for the Design Proposal rated requirements (50%), Technical Proposal rated requirements (25%), and Financial Proposal rated requirements (25%) will be selected as the successful Proposal
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 75%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 25% .

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 75/25 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$125.00.

$$\frac{\text{Combined Technical Score} \times \text{Ratio (75)}}{\text{Max Points}} + \frac{\text{Lowest Price} \times \text{Ratio (25)}}{\text{Bidder's Price}} = \text{Combined Score}$$

**Example of Method of Selection:**

<b>Highest Combined Rating Technical Merit (75%) and Price (25%)</b>			
<b>Calculation</b>	<b>Technical Points</b>	<b>Price Points</b>	<b>Total Points</b>
Proposal 1 - Tech = 88/100 - Price = \$200.00	$\frac{88 \times 75}{100} = 66$	$\frac{*125 \times 25}{200} = 15.625$	= 81.625
Proposal 2 - Tech = 82/100 - Price - \$130.00	$\frac{82 \times 75}{100} = 61.5$	$\frac{125 \times 25}{130} = 24.038$	= 85.538
Proposal 3 - Tech = 76/100 - Price = \$125.00*	$\frac{76 \times 75}{100} = 57$	$\frac{125 \times 25}{125} = 25$	= 82
* Represents the lowest priced proposal Bidder 2 is successful with the highest combined rating of 85.538			

**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 Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html> ), to be given further consideration in the procurement process.

**5.2 Certifications Precedent to 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 specified will render the bid non-responsive.

**5.2.1 Legal Entity And Corporate Name**

Please certify that the Bidder is a legal entity that can be bound by the contract and sued in court and indicate **i)** whether the Bidder is a corporation, partnership or sole proprietorship, **ii)** the laws under which the Bidder was registered or formed, **iii)** together with the registered or corporate name. Also identify **iv)** the country where the controlling interest/ownership (name if applicable) of the Bidder is located.

- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_
- iv) \_\_\_\_\_



Any resulting Contract may be executed under the following **i)** corporate full legal name and **ii)** at the following place of business (complete address) **iii)** telephone and fax number and email:

i) \_\_\_\_\_  
ii) \_\_\_\_\_  
iii) \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**5.2.2 Education/Experience Certification**

We certify that all statements made with regard to the education and the experience of individuals proposed for completing the subject Work are accurate and factual, and we are aware that the Minister reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared **non-responsive** or in other action which the Minister may consider appropriate.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**5.2.3 Price/Rate Certification**

"We hereby certify that the price quoted have been computed in accordance with generally accepted accounting principles applicable to all like services rendered and sold by us, that such prices are not in excess of the lowest prices charged anyone else, including our most favoured customer for like quality and quantity so the services, does not include an element of profit on the sale in excess of that normally obtained by us on the sale of services of like quality and quantity, and does not include any provision for discounts or commissions to selling agents".

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**5.2.4 Validity Of Proposal**

It is requested that proposals submitted in response to this Request for Proposal be:

- valid in all aspects, including price, for not less than one hundred and twenty (120) days from the closing date of this RFP; and,
- signed by an authorized representative of the Bidder in the space provided on the RFP; and,
- provide the name and telephone number of a representative who may be contacted for clarification or other matters relating to the Bidder's proposal.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**5.2.5 Availability And Status Of Personnel**

The Bidder certifies that, should it be authorized to provide services under any contract resulting from this RFP, the employees proposed in its proposal will be available to commence performance of the work within a reasonable time from contract award, or within the time specified herein.

If the Bidder has proposed any person in fulfilment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has written permission from such person to propose the services of such person in relation to the work to be performed in fulfilment of this requirement and to submit such person's résumé to the Contracting Authority.

During the proposal evaluation, the Bidder MUST upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all non-employees proposed. The Bidder agrees that failure to comply with such a request may lead to disqualification of the Bidder's proposal from further consideration.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**5.2.6 FORMER PUBLIC SERVANT – STATUS AND DISLCOSURE**

Contracts with 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 with FPS, bidders must provide the information required below.

**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 report.**

#### **Work Force Reduction Program**

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

If so, the Bidder must provide the following information:

- 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 reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 5.2.7 JOINT VENTURES

In the event of a proposal submitted by a contractual joint venture, the proposal shall be signed by either all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture. The following will be completed if applicable:

1. The Bidder represents that the bidding entity is/is not (delete as applicable) a joint venture in accordance with the definition in paragraph 3.

2. A Bidder that is a joint venture represents the following additional information:

(a) Type of joint venture (mark applicable choice):

- \_\_\_\_\_ Incorporated joint venture
- \_\_\_\_\_ Limited partnership joint venture
- \_\_\_\_\_ Partnership joint venture
- \_\_\_\_\_ Contractual joint venture
- \_\_\_\_\_ Other

(b) Composition (names and addresses of all members of the joint venture)

3. Definition of joint venture

A joint venture is an association of two or more parties who combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits

and the losses and each having some degree of control over the enterprise. Joint ventures may be carried on in a variety of legal forms divided into three categories:

- (a) The incorporated joint venture;
- (b) The partnership venture;
- (c) The contractual joint venture where the parties combine their resources in the furtherance of a single business enterprise without actual partnership or corporate designation.

4. The joint venture team arrangement is to be distinguished from other types of Contractor arrangements, such as:

(a) Prime Contractor, in which, for example, the purchasing agency contracts directly with a Contractor (prime) who acts as the system assembler and integrator, with major components, assemblies and subsystems normally subcontracted;

(b) Associated Contractor, in which for example, the purchasing agency contracts directly with each of the major component suppliers and performs the integration tasks or awards a separate contract for this purpose.

5. If the Contract is awarded to an unincorporated joint venture, all members of the joint venture shall be jointly and severally responsible for the performance of the Contract.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **5.2.8 INTEGRITY PROVISIONS**

1. Ineligibility and Suspension Policy (the "Policy"), and all related Directives (2016-04-04), are incorporated by reference into, and form a binding part of the procurement process. The Supplier must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC's Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension

of Suppliers.

3. In addition to all other information required in the procurement process, the Supplier must provide the following:
  - a. by the time stated in the Policy, all information required by the Policy described under the heading "Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement"; and
  - b. with its bid / quote / proposal, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting a bid / quote / proposal in response a request by AAFC, the Supplier certifies that:
  - a. it has read and understands the [Ineligibility and Suspension Policy](#);
  - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - c. it is aware that Canada may request additional information, certifications, and validations from the Supplier or a third party for purposes of making a determination of ineligibility or suspension;
  - d. it has provided with its bid / quote / proposal a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where a Supplier is unable to provide any of the certifications required by subsection 4, it must submit with its bid/ quote / proposal a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any bid / quote / proposal in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Supplier provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Supplier to be ineligible for award of a contract for providing a false or misleading certification or declaration.

**Certification:**

I \_\_\_\_\_ (Suppliers name) understand that any information I submit in order for the department to confirm my eligibility to receive a contract may be shared and used by AAFC and /or PSPC as part of the validation process, and the results of verification may be publicly disseminated. Moreover, I am aware that any erroneous or missing information could result in the cancellation of my bid as well as a determination of ineligibility/suspension.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 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.

#### **7.2.1 General Conditions**

2035 (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **7.3 Security Requirements**

7.3.1 There is no security requirement applicable to the Contract

### **7.4 Term of Contract**

- a. **Contract Period** : The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes :
  - i. The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends March 31<sup>st</sup>, 2025; and
  - ii. The period, during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- b. **Option to Extend the Contract** :
  - i. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
  - ii. Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a formal contract amendment.
- c. **Termination on Thirty Days Notice**

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other



provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

## **7.5 AUTHORITIES**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Kyle Harrington  
Title: Senior Contracting Specialist  
Organization: Professional Services Contracting Unit,  
Agriculture and Agri-Food Canada  
E-mail address: [kyle.harrington@agr.gc.ca](mailto:kyle.harrington@agr.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.

### **7.5.2 Project Authority**

*[To be provided at time of Contract award]*

The Project Authority for the Contract is:

Name : [ \_\_\_\_\_ ]  
Title : [ \_\_\_\_\_ ]  
Organization : [ \_\_\_\_\_ ]  
Address : [ \_\_\_\_\_ ]  
Telephone : [ \_\_\_\_\_ ]  
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.

### **7.5.3 Contractor's Representative**

*[To be provided at time of Contract award]*

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

**Note to Bidders:** The Contractor's Representative, Contracting Authority, Technical Authority and contact information will be identified at the time of contract award.

## **7.6 Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the 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.

## **7.7 Payment**

### **7.7.1 Basis of Payment - Limitation of Expenditures**

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 **\$ 470,400.00** Customs duties are included and Applicable Taxes are excluded.

### **7.7.2 Method of Payment – Single Payment**

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

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

### **7.7.3 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);
- b. Wire Transfer (International Only);

### **7.7.4 Canada's Total Liability**

A. 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:

1. when it is 75 percent committed, or
2. four (4) months before the Contract expiry date, or
3. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- B. 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.

## **7.8 Invoicing Instructions**

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
- c. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d. The Contractor must provide the original of each invoice to the Project Authority. On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

The Contractor will submit invoices on its own form, which will include:

- (i) The date;
- (ii) The Contractor name and address;
- (iii) The Destination (name and address of the client department);
- (iv) Contract serial number; 01B68-23-0213
- (v) Financial codes, including GST or HST (as applicable) registration number;
- (vi) The amount invoiced (exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as appropriate) and the amount of GST or HST, as appropriate.

## **7.9 Certifications and Additional Information**

### **7.9.1 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.

### **7.10 Applicable Laws**

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2022-12-01), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex E, Mandatory Items Cost Breakdown;
- (f) Annex F, Optional Items and Additional Requirements;
- (g) the Contractor's bid dated \_\_\_\_\_ (*to be inserted at the time of contract award*)

### 7.12 Foreign Nationals (*the applicable clause will be inserted at the time of contract award*)

SACC Manual clause [A2000C](#) (\_\_\_-\_\_-\_\_) Foreign Nationals (Foreign Contractor)

SACC Manual clause [A2001C](#) (\_\_\_-\_\_-\_\_) Foreign Nationals (Canadian Contractor)

### 7.13 Insurance Requirements

SACC Manual clause [G1005C](#) (2016-01-28), Insurance

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.

### 7.14 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**

**China Fisheries & Seafood Expo**  
**Hongdao International Convention and Exhibition Center**  
**Qingdao, China**  
**2024, 2025, 2026, 2027**

**1.0 REQUIREMENTS**

- 1.1 Agriculture & Agri-Food Canada (AAFC), is seeking proposals for Pavilion Design and Fabrication services at China Fisheries & Seafood Expo (CFSE) 2024.

AAFC is organizing the Canada Pavilion at CFSE 2024, which will be held at Hongdao International Convention and Exhibition Center in Qingdao, China from October 30 to November 1, 2024. The Canada Pavilion will incorporate displays from a number of Canadian agri-food companies, associations, and federal/provincial departments.

CFSE is an annual flagship show that is considered the world’s largest fish and seafood trade show

In order to ensure the prosperity of the sector, the Canadian agri-business community needs to successfully compete and adapt to the changing needs of domestic and international markets. AAFC’s Canada Pavilion Program provides Canadian food exporters with the opportunity to enhance the exposure of their products against international competition by differentiating their products through the use of branding tools and attributes. The Canadian presence at international trade shows, through the Canada Pavilion Program, should highlight the following key Canada Brand attributes: quality, innovation, sustainability, diversity, and food.

Bids **must** include the following:

6. **Executive Summary:** A brief overview of the proposed plan, expectations, and understanding of the project.
7. **Design Concept:** Canada’s “Brand” is well defined (see Annex G), as such design proposals for a Canada Pavilion must take full advantage of Canada’s international reputation. The bid will include a design layout for a 420 square metre (sq. m) Canada Pavilion made up of one Stand of 30mx6m (180 square metres) and two stands of 20mx6m (120 square metres)

The design must be distinctly Canadian and stand out from other countries/competitors on the show floor. The design will take advantage of Canada Brand attributes while addressing the target audience’s perception of what is distinctly Canadian.

The design must allow for a combination of enclosed and open concept booth layouts to accommodate the needs of both individual companies as well as larger

group exhibitors. The design and layout of the pavilion should be flexible to accommodate changes from year-to-year. The design should include sustainable materials that can be reused throughout the duration of the contract.

- 8. Project Management for Services:** Provide a detailed description of the approach, resources for each service and detailed, comprehensive timelines including milestones for planning and interactions with Show Authority, AAFC and exhibitors as well as fabrication and delivery schedule.
- 9. Contingency Plan:** Describe any major challenges, constraints or unexpected situations and/or major difficulties that may arise during the course of the project including staffing issues and provide proposed solutions and approaches to address these.
- 10. Summary/Recommendation:** Provide any additional information and/or recommendations that are essential to the project.

- 1.2 With the exception of certain basic site requirements that must be provided or ordered separately, the Contractor will provide a complete turnkey package that includes all goods and services to be detailed in the tender drawings and the specifications described herein (Statement of Work).
- 1.3 Any components and services not covered or mentioned herein, but obviously necessary to the completion of a fully operational exhibit are to be identified separately in the Contractor's Technical proposal and included in the Financial Proposal.
- 1.4 In the case of conflict or discrepancies between the Statement of Work and the referenced set of tender drawings provided, the specifications given in the Statement of Work shall prevail.

## **2.0 CHANGES**

- 2.1 Except as noted hereunder or unless otherwise specifically provided in the Contract, the specifications for this requirement and the conditions under which supply is to be made or services rendered shall not be modified, changed, altered or amended (including increases or decreases in the Statement of Work and/or Firm Lot Price) by anyone, without written instructions from the Contracting Authority.
- 2.2 Last-minute design changes may be authorized by the Project Authority by signing immediately a separate order form issued by the on-site supervisor. The on-site supervisor will provide a copy of the signed order form to the Project Authority and to the Contracting Authority.
- 2.3 The Contractor shall not accept directly from the individual exhibit participants any orders for extra Work to be applied to the Contract. Such extras shall be invoiced directly to the individual exhibit participants requesting the work.

2.4 Failure to comply with the above instructions may result in a delay of payment to the Contractor.

### **3.0 SPECIFIC GOODS AND SERVICES PROVIDED BY THE CONTRACTOR**

The following goods and services shall be provided and performed by the Contractor as stated in the terms and conditions hereunder.

A complete list of required materials and services are outlined in the following sections:

#### **3.1 EXHIBIT MANAGEMENT SERVICES**

The Contractor shall assign a Project Manager to provide continuity for the duration of the Contract and to develop a team management philosophy and working arrangements with AAFC, the Show Authority, and the Canadian exhibitors participating under our pavilion at this trade fair event. The Project Manager would be responsible for the following activities:

1. Attend meetings and/or teleconference calls with AAFC and other organizations as required;
2. Provide detailed financial reports to the Project Authority;
3. Fulfill all the requirements from the Canadian exhibitors under the Pavilion;
4. Organize and pay for all needed site services as directed by the Project Authority;
5. Act as liaison with the Show Authority;
6. Prepare all travel arrangements and assume the cost of travel for their on-site team; and
7. Ensure the delivery of services by sub-contractors.

#### **3.2 DESIGN**

The Contractor will need to provide a design(s) with suggested furnishings (including details and quantities) for a 420 square metre (sq. m) Canada Pavilion that is consistent in branding (using the key Canada Brand attributes: quality, innovation, sustainability, diversity, and food).

The Contractor is responsible to draft a complete set of design drawings incorporating all the requirements as detailed in the Statement of Work. The Contractor can submit more than one design proposal. Design drawings should include (but are not limited to) the following elements:

- Drawings must clearly reflect the following attributes: quality, innovation, sustainability, diversity and food;
- The drawings must clearly show the use of the Canada Brand graphic elements and iconic images of Canada (see Annex G);
- Design must address the needs of the exhibitors while addressing the needs of the Show's target audience;

- Design must be wheelchair accessible (temporary/removable ramp) to allow access to booths and/or common areas in all stands/zones;
- Design must allow for a combination of enclosed and open concept booth layouts to accommodate the needs of both individual companies as well as larger group exhibitors;
- Design should demonstrate the unique use of sustainable materials that can be reused over the course of the contract;
- A preliminary floor plan as per the space allocated and required furnishings; and
- The drawings must adhere to Show Authority requirements which include but are not limited to maximum permissible stand height (including signs, towers and banners), service connections (hot and/cold water, waste, and electricity) and health and fire regulations.

The following elements must be included in the Pavilion Design:

ITEM	DESCRIPTION
Pavilion design drawing/concepts	Provide design drawing concept(s) that meet AAFC attributes of quality, innovation, sustainability, diversity, and food with a focus on the audience attending the Show.  Approximately 420 sq. m Canada Pavilion.
Floor plan	Provide a preliminary floor plan for AAFC as per space allocated.
Canada Brand graphics and iconic images of Canada	Incorporate AAFC's standard brand graphics and incorporate iconic symbol(s) of Canada (see Annex G).
Tender drawings	Provide detailed tender drawings to submit to Show Authority for pavilion approval that includes structure and materials. Drawings to include all site services as noted in sections 3.6.1 and 3.6.2
3D renderings	Provide 3D renderings of various available booth spaces (all stands/zones) for participating exhibitors. Provide 3D renderings of the pavilion (all stands/zones) including an exhibitor lounge/meeting space and information booth.
Height, tower, banners, services, health and safety	Provide the maximum permissible stand height (including signs, towers and banners), service connections (hot and/or cold water, waste, and electricity), and adhere to health and safety regulations.
Design consultation	Consult and liaise with AAFC on any changes after the Contract has been awarded for all stands/zones including exhibitor booths and common areas including exhibitor lounge/meeting space and information booth.



<p>Exhibitor booth space</p>	<p>Open/closed space for 40 x 9 sqm booths and 3 x 15sqm booths that include the following furnishings per booth space:</p> <p>1 x company signage (with company name and booth number), 1 x backlit front counter (with company logo and lockable with storage), 1 x meeting table with two (2) chairs, 2 x spot lights or similar improved lights, 1 x wastebasket and garbage bags and 2 x basic electricity connections.</p> <p>Note: corner booth locations will require two company signage panels. Exhibitors purchasing more than one booth will still receive the number of furnishings allocated per booth space. For example, if two 9 sq. m booths are purchased and combined into one larger space, two sets of furnishings must be included in the booth.</p> <p>See Section 3.9 for details and quantities.</p> <p><b>Total of approximately 405 sq. m.</b> See Annex D for draft floor plan.</p>
<p>Information booth</p>	<p><b>Information booth:</b> Company signage, backlit front lockable counter (with logo and storage), two meeting table, four chairs, two spot lights or similar improved lights, wastebasket and garbage bags, basic electricity, and large, full colour wall mounted graphics including map of Canada and exhibitor floor plan.</p> <p><b>Total of approximately 15 sq. m.</b> See Annex D for draft floor plan.</p>
<p>Flooring</p>	<p>The Contractor shall supply on a rental basis, install and later remove all flooring to fit 420 sq. m Canada Pavilion.</p> <p>Multiple colours can be proposed for flooring but if carpet is used on the floor, red carpet colour should be Canada Red Pantone P 49-8 C (refer to Annex G for colour codes provided for Canada brand red colour to be used).</p> <p>If a raised floor is proposed, a temporary/removable ramp must be available in all stands/zones prior and during the show for exhibitors and/or visitors to provide wheelchair accessibility.</p> <p>See Section 3.5 for details.</p>

### 3.3 SYSTEM AND EXHIBIT STRUCTURE & GRAPHICS

The Contractor shall design and provide on a rental basis, install and later remove an exhibit structure in accordance with Show regulations.

It is **mandatory** that the system/structure be suitable to accommodate the Canada Brand graphic components as follows:

- Landscape scenes
- Food images
- Canada Brand logo
- Canada Brand tagline “Quality is in our Nature”
- Iconic Canada images and symbols

The Contractor shall provide, mount, install, apply and subsequently remove, dismantle all graphic materials/components in accordance with the design drawings and ensure illumination where required.

The Contractor shall provide all materials i.e. Velcro, etc. required for mounting of graphic panels and/or lightweight display items to facilitate the customization of Canadian exhibitor’s set-up for their booth.

The Contractor shall assume all costs and responsibility for the reclaiming and restoration of all panels and surface finishes upon completion of the event.

The Contractor will be responsible for the structural strength and rigidity of the pavilion. Any items such as columns, ceiling grid, braces that are necessary to the aspects of strength and rigidity for the system being offered must be included in the financial proposal and shall not be considered as extras to the Contract.

If infill panels are used, they must be of a uniform material base and of a uniform colour and any fabricated items such as shelving, counters, bar units may be formed from and/or integrated into the actual structural configuration. All doors, counters, fridges, and showcases within the core area of the Pavilion must be lockable with five (5) master keys, every lock in the exhibitor booths space **must be unique** and have three (3) sets of identifiable keys with five (5) master keys.

### 3.4 FABRICATION, ERECTION, INSTALLATION, DISMANTLE AND CLEANING

3.4.1 The Contractor shall supply on a rental basis, install, position, clean and later remove all furniture, furnishings, appliances, electrical, lighting, electronics/audio visual, graphics, exhibitory components and accessories.

The Contractor is to supply, and have available on location, additional items (approximately 10% extra) where indicated by an \* (refer to item 3.9 – Furniture Rental). This would assure a consistency of look and price and avoid overcharges on last minute requests. To be invoiced to AAFC or exhibitors if required and used.

Any damaged equipment or furnishings shall be **replaced immediately** with the same item or better.

**The type, brand and colour of all approved items are required. Substitutions will not be accepted without AAFC approval. Any item replaced at the last minute will be deemed free of charge and the entire amount of items replaced will be deducted from the contract.**

**The Contractor shall assume all costs and responsibility for the reclaiming and restoration of all panels and surface finishes upon completion of the event in case AAFC exercises the option to renew the contract for CFSE 2025, 2026 and 2027.**

**Elements to be included in the Firm Lot Price must include coordination and supervision (during fabrication, erection, installation, dismantle & cleaning), communication with Show Authority, obtain official design approvals, managing security and fire inspections, ordering and paying for technical services such as electricity, plumbing/water, cleaning and onsite assistance with electrician, IT specialist, waste removal, assisting exhibitors, etc.**

The Pavilion areas will be available for the commencement of work and dismantling and removal in accordance with the timetable established by the Show Authority. Dismantling of the stands and all exhibits must commence after the end of the event on November 1 2024 and must be completed with the timetable established by the Show Authority.

Working hours for delivery of exhibits and installation of exhibition facilities shall be in accordance with the rules and regulations of the Show. If an extension becomes necessary, the Contractor must apply for permission to the hall office of the Show Authority as per Show regulations. Costs for special permits, including requests for early move-in access (if required), **must be included in the Firm Lot Price**. The Contractor shall provide and deliver a completely operational exhibit pavilion **24 hours prior to the official opening of the event** to the satisfaction of the Project Authority in accordance with the standards detailed in the written specifications herein.

#### 3.4.2 The term "completely operational" implies:

- The Contractor shall provide on a rental basis, install and later remove an exhibit structure in accordance with the approved plans and elevations;
- Initial cleaning of all components, Pavilion areas, etc. are completed prior to the Show opening;

- All touch-ups, re-touching and final fittings are terminated;
- All core and demo areas/lounge/offices/meeting rooms/spaces and participants' booth areas are neat and orderly;
- All furniture, floor coverings, supplies and exhibit participants products are neatly arranged and in their proper places;
- All equipment/appliances are fully-operational and in place; and
- All graphics, panels, etc., are installed as detailed in the tender drawings.

3.4.3 All electrical circuits and equipment shall be fully operational a minimum of 24 hours prior to the official opening of the event.

#### 3.4.4 Dismantling and Clearing of Site

Personnel must be available for takedown in accordance with the timetable established by the Show Authority.

Upon completion of the event, the entire areas of the Pavilion shall be completely cleared and left in a tidy, clean condition in accordance with the timetable and regulations established by the Show Authority. The dismantling of government materials is priority and must begin as soon as the Show ends. The Contractor is responsible to obtain all empties in a timely manner to begin takedown.

### 3.5 FLOOR COVERING

The Contractor shall supply on a rental basis, install and later remove all flooring to fit up to 420 sq. m. Multiple colours can be proposed for flooring but if carpet is used, red carpet colour should be Canada Red Pantone P 49-8 C (refer to Annex G for colour codes provided for Canada brand red colour to be used). If carpet is used, the under padding must be a minimum of 1/2" thickness. The Contractor shall be responsible for all cuffing and fitting required. The floor edging must be aluminum extrusion or light grey plastic. All flooring material must be **new in appearance** and **show no signs of previous use**.

If a raised floor is proposed, a temporary/removable ramp must be available **in all stands/zones** prior and during the show for exhibitors and/or visitors to provide wheelchair accessibility.

Images/specifications of all flooring must accompany bid proposal. **Flooring must meet all fire codes.**

All floor coverings shall be covered with a protective vinyl or polyethylene film during installation.

### 3.6 SITE SERVICES

#### 3.6.1 LIGHTING AND ELECTRICAL

The Contractor shall supply on a rental basis (unless otherwise specified), install (be operational 24 hours prior to the opening of the event) and later remove the specific

electrical supplies and services noted hereunder and as detailed in the tender design drawings provided:

- All electrical hook-ups to the main service;
- All necessary entry and fuse panels of sufficient amperage to provide all necessary lighting to the Pavilion and provide the specified number of electrical outlets. There should be two (2) electrical outlets containing two plugs in each booth for exhibitor's use;
- All wiring, power points, switches, lighting and fixtures required in the Pavilion/core and demo areas/lounge/meeting rooms/spaces including all necessary bulbs and an adequate supply of spares;
- Any special lighting, (e.g. spotlights, or theatrical lights) fixtures and/or outlets subsequently identified by the Project Authority;
- Lighting proposed in the design must address the existing lighting of the show venue/hall to ensure the interiors of the exhibit booths are sufficiently lighted for the duration of the show. Should accommodations need to be made year to year based on the hall location, this will be included in the Firm Lot Price;
- Connection of all lighting, appliances, equipment, showcases, electrically-operated exhibitor products/equipment, etc. as required and in compliance with the local regulations;
- Apply the necessary plugs or connectors to the wiring forming part of the exhibit elements;
- Ensure all equipment, hook-ups etc. shall be fully generated and operational a minimum of **24 hours prior to the official opening of the event or earlier if required**;
- The entire structure shall be grounded;
- No wiring should be visible; all wiring is to be hidden and not showing (showcases, counters, display counters, etc.); and
- Electrical work must be carried out by electricians qualified in accordance with local regulations. **The electrical Contractor is required to remain on-site at all times during the event in case of accidents and maintenance.** All electrical equipment must comply with Show and local regulations and standards. All other electrical regulations must be strictly adhered to.

**NOTE:** The Contractor is to supply and have available on location, additional lighting and electrical items (approximately 10% extra).

### 3.6.2 PLUMBING/WATER

The Contractor shall supply on a rental basis, install all the necessary electricity, plumbing, water and waste services from Show Authority (hot and cold water lines and waste connections for sinks to the main water hookups) by the Show Authority's deadlines. It is also the responsibility of the Contractor to ensure that all connections and services have been installed and hooked up to the main services and be operational 24 hours prior to the official opening of the Show.

The Contractor shall assist exhibitors in securing plumbing, water and waste services on an individual exhibitor basis as required.

**NOTE (3.6.1 and 3.6.2):**

The Contractor is responsible for ordering all the necessary electricity, plumbing, water and waste services from the Show Authority (hot and cold water lines and waste connections for sinks to the main water hookups) by the Show deadlines. It is also the responsibility of the Contractor to ensure that all connections and services have been installed and hooked up to the main services.

The Contractor is responsible for ensuring all power related equipment, plumbing and water services are working during the Show period. All costs associated with consumption fees with the connection of electricity, plumbing, and water are to be included in the Firm Lot Price. No additional costs shall be levied for any usage.

### **3.6.3 CLEANING AND WASTE DISPOSAL**

The Contractor shall provide daily cleaning and the disposal of all waste as many times as required throughout the event of all pavilion areas for the duration of the event as well as during the fabrication, erection, dismantle and management of the pavilion. All costs should be included in the Firm Lot Price.

Upon completion of the event, the clearing of the site shall be to the satisfaction of the show management/Show Authority.

### **3.6.4 PHOTOGRAPHS**

The Contractor shall arrange for 25 high quality photos of the overall pavilion and two quality photos of each individual exhibitor booths after the installation is completed, at no extra cost to the Firm Lot Price. The photos must illustrate the graphic details and fabrication elements from a variety of angles. Photos are to be supplied electronically through an online platform/file sharing service that is accessible by AAFC.

### **3.7 PERSONNEL ON SITE**

The Contractor shall ensure the following personnel are available for the duration of the show: Site Supervisor, cleaning personnel, and electrical personnel.

Sufficient personnel shall be present on-site until one hour after official event opening to attend to any individual needs or unforeseen requirements of AAFC and/or exhibit participants.

Contractors working at the event site must wear the necessary identification, ie. "Contractor Badges," at all times when working. The Contractor is responsible for obtaining Contractor badges and any other identification/badges as required by Show Authority for their staff to access the show site. All costs related to these badges should be included in the Firm Lot Price.

In addition, Contractors and their personnel working at the event site must wear common, identifiable clothing to make it easy for AAFC staff and Canadian exhibitors to

distinguish the Contractor's personnel from other workers. All costs related to this common clothing should be included in the Firm Lot Price.

All personnel on-site shall be duly qualified and accredited members of such organizations, associations and labour movements as may be lawfully required by Contracts or agreements governing the event and shall carry the necessary credentials identifying such memberships on their persons.

The on-site presence of the Contractor's firm and personnel shall in no way interfere with or hinder the progress of operations of other exhibitors, companies or workers in adjacent pavilions, areas or other parts of the subject event grounds.

### 3.7.1 **SITE SUPERVISOR**

The Contractor shall ensure that the site installation crew is under the direction of a competent, experienced Site Supervisor (or combination of sub-contractor or a member of the team) who is fluent in **English, Mandarin and French** available at the site to consult with the AAFC on-site representative from the time of arrival of said officer to the event opening, during the event and during dismantling and re-packing. It is understood and agreed that such consultations are considered as being part of the services Contracted for and as such, shall not be interpreted as interruptions or hindrances to the progress of the work.

**The Contractor shall ensure that, for consistency purposes, the same Site Supervisor be assigned to execute the installation and dismantling process at the event. The Contractor will take all reasonable measures to ensure that the proposed Site Supervisor is available for the duration of the Contract.**

The Site Supervisor must be able to provide the Project Authority with cost estimates on any proposed site changes in accordance with the schedule of costing provided in the submission.

The Site Supervisor must be present on-site prior to opening and at closing each day and must be available on call throughout the duration of the event.

### 3.7.2 **SECURITY**

Not required at this time

### 3.7.3 **CLEANING STAFF**

The Contractor is responsible for providing cleaning staff as many times as required throughout the day in the pavilion for the duration of the event. The Contractor shall arrange and be responsible for the DISPOSAL OF ALL WASTE throughout the event; during the installation, fabrication, and dismantling of the pavilion. Upon completion of the event the clearing of the site shall be to the satisfaction of the Show Authority.

### 3.7.4 **ELECTRICAL STAFF**

The Electrical Contractor is required to remain on-site at all times during the event for maintenance purposes and in case of accidents.

**Failure to comply with the above instructions may result in a delay/reduction of payment to the Contractor.**

### 3.8 LOUNGE SUPPLIES

Not Required at this time

### 3.9 FURNITURE AND EQUIPMENT RENTAL

The Contractor **will provide images and detailed specifications (sizes/dimensions) and quantities** of their recommended furnishings for the items listed below (based on 40 x 9 sq. m booths, 3 x 15 sq. m booths and 1 x 15 sq. m information booth).

Location	Item	Quantity
<b>Exhibitor booths</b>	Company signage* (company name and booth number) – 1 per booth, 2 per corner booth location	55
	Front counter (backlit with company logo and lockable with storage) – 1 per booth	43
	Meeting table* – 1 per booth	43
	Meeting chair* – 2 per booth	86
	Spot light* (or similar improved booth lighting) – 2 per booth	86
	Small waste disposal bin* - 1 per booth	43
	Garbage bags for disposal bin	As required
	Electrical outlet – 2 per booth	86
	<b>Information booth</b>	Company signage* (company name and booth number)
Front counter* (backlit with Canada Brand maple leaf logo and lockable with storage)		1
Meeting table*		2
Meeting chair*		4
Spot light* (or similar improved booth lighting)		2
Small waste disposal bin		1
Garbage bags for disposal bin		As required
Electrical outlet		2
Large, wall mounted full colour graphic – map of Canada		1
Large, wall mounted full colour graphic – pavilion floor plan		1
Large, wall mounted full colour graphic – logo wall	1	



The Contractor is to supply, and have available on location, additional items (approximately 10% extra) where indicated by an \*. Any damaged equipment or furnishings shall be replaced immediately with the same item or better.

#### **4.0 TERMS & CONDITIONS**

##### **4.1 COMPLIANCE WITH LOCAL REGULATIONS**

The Contractor shall ensure that all goods and services provided and performed, whether supplied directly or indirectly by the Contractor or by AAFC, are in accordance with the requirements, stipulation and standards of the Show, and in particular shall ensure compliance with all local laws, labour practices, fire prevention and safety edicts, etc.

##### **4.2 INSURANCE PROVISIONS AND LIABILITY**

The Contractor shall be held responsible for insuring all of his property (goods, materials, components, etc., leased or otherwise) contained within the exhibit against the hazards of fire, theft, damage or any other form of loss for the duration of the Contract period (i.e. from time of acceptance through to completion of the Contract), and shall save AAFC harmless from and against all claims other than those for which AAFC may be responsible under the terms of agreement with the Show Authority.

The Contractor shall ensure the structural integrity and safety of the entire structure. The Contractor shall be liable for any injury to persons or damage to property during erection, dismantling or throughout the duration of the exhibition resulting from the use of inferior/inadequate materials, negligence or of improper structural methods.

##### **4.3 CONTRACTOR'S REPRESENTATION**

The Contractor represents and warrants that its obligations to perform and provide the work specified herein shall not interfere or otherwise conflict with any other organization's obligations or rights which may exist or come into existence in relation to the event.

##### **4.4 LIAISON - CLARIFICATION OF SITE CONDITIONS, RESTRICTIONS**

The Contractor shall consult with the Show Authority prior to the event, in order to confirm all details such as floor condition, location of service utilities entrance points, access to the site on move-in / move-out dates, etc. and to ensure understanding and acceptance of their terms, conditions and regulations governing the Show.

The Contractor shall liaise with the Show Authority regarding the terms of any of their agreements with other firms or organizations, to ensure that any part of the responsibilities described herein (e.g. electrical) will not conflict with or infringe upon any legal franchise, privilege or responsibility assigned to another party and, if necessary,

shall subcontract such services to the duly authorized organization appointed by the Show.

The Contractor shall liaise with the official Contractors appointed by the Show for the provision of utilities (electrical power, telephone/fax, etc. as applicable) to ensure effective scheduling of all installations and to ensure there are no intrusions into their mandates or problems with the availability of such services. The Contractor will confirm event deadlines and ensure service orders are placed on a timely basis, especially where discounts for early orders are applicable.

The Contractor shall be responsible for necessary registration of his/her on site staff under his/her corporate name. In the event that the Show Authority does not provide badging for the Contractor's personnel to enter the event during regular event hours, the Contractor **shall notify the Project Authority in advance of the event** to resolve this situation. In the event that any cost is incurred for such badges, this cost shall be the responsibility of the Contractor.

#### 4.5 MATERIAL HANDLING

The Contractor shall provide for all transportation, brokerage, customs clearance and on-site handling (drayage) required for all property (goods, materials, components, etc.) owned or in any way supplied by the Contractor, and all related charges have been included in the Firm Lot Price.

The Contractor must coordinate with freight forwarder and ensure that all Contractor / Government / Participant goods are delivered to the Pavilion area and correctly positioned at the first drop (literature). Any recall of the lifting crew to reposition any goods incorrectly placed due to a shortfall in supervision shall be at the Contractor's expense. The Contractor shall not be responsible for expenses incurred for incorrectly placed goods initiated by the individual exhibit participants.

#### 4.6 QUALITY REQUIREMENTS

##### 4.6.1 MATERIALS, COMPONENTS AND RENTALS

Supplied by the Contractor, new and used, shall be of good quality, new in appearance, and with no defects. Any damage to materials, components and rentals shall be replaced immediately with the same item or better.

Contractors are encouraged to make use of sustainable materials that can be reused throughout the duration of the contract. Additional consideration will be given to sustainable builds in the evaluation.

##### 4.6.2 QUALITY REQUIREMENTS

If **PANELS** are used, they must be cleaned and free of stains, scratches, dents or blemishes of any kind; all fabric surfaces must be cleaned and brushed; any painted surfaces must be coated with a paint that will not flake, peel or scale; and the surfaces

must withstand the application/removal of pressure sensitive tape and press-on adhesive graphic materials without any lifting or scaling of the surface coating.

#### **4.6.3 INSPECTION / QUALITY CONTROL AUTHORITY**

For any ensuing Contract shall be the responsibility of the Project Authority or designated representative. The Contractor shall not unreasonably deny access to on-site inspections during production and/or installation / dismantling phases. Any work failing to meet the standards, specifications shall not be accepted.

#### **4.6.4 PRODUCT ACCEPTANCE**

Upon completion of the installation, the Project Authority or designated representative shall conduct a thorough inspection of the Pavilion in the company of the Contractor's Site Supervisor. Any errors, omissions, shortcomings shall be pointed out and the Site Supervisor shall make the necessary and final corrections or adjustments.

**Failure to comply with the above instructions may result in a delay/reduction of payment to the Contractor.**

**ANNEX “B”**  
**BASIS OF PAYMENT**

**Contractual Limitation of Expenditure**

The contract has a limitation of expenditure of **\$117,600.00.**

For evaluation purposes, AAFC is estimating the following amounts. However, this is for evaluation purposes only and will not necessarily reflect actual amounts spent by fiscal year.

Funds will be re-profiled as required.

<b>Period of the Contract</b>	<b>Dates</b>	<b>Limitation of Expenditure</b>
Initial Period	Contract award to March 31, 2025	\$117,600.00
Option 1	April 1, 2025 to March 31, 2026	\$117,600.00
Option 2	April 1, 2026 to March 31, 2027	\$117,600.00
Option 3	April 1, 2027 to March 31, 2028	\$117,600.00
	<b>subtotal</b>	<b>\$470,400.00</b>

The Contractor will be paid in accordance with each of the 3 elements specified below, pursuant to the terms and conditions of the Contract. All deliverables are F.O.B. Singapore, Singapore, inclusive of any Customs duty, applicable taxes, associated cost for travel and out of pocket expenses.

**1. Mandatory/Essential Items**

The Contractor will be paid the Firm Lot Price of \$ (*value to be inserted at time of Contract award*) in one lump sum (one sum for design and fabrication) for the requirements specified in Annex E and in accordance with the terms and conditions of the Contract.

**2. Optional Items and Requirements / Contingency Funding:**

AAFC may allocate additional funding, up to a maximum of \$ (*value to be inserted at time of Contract award*) to the proposed Firm Lot Price. The purpose of the fund is to provide during the course of the Contract the items listed as “Optional” as per the table below and any other items required for the Pavilion. AAFC is not bound to order any of the items labelled “Optional” or any other items not listed and the selected Contractor shall not act upon any requests under the resulting Contract which would cause the maximum expenditure to be exceeded.

Note: The proposer is expected to deliver the pavilion based on the figure provided in the Firm Lot Price, without the use of the contingency fund. No expectation should be made on the availability of contingency funds to deliver the contract as described.

***Table “Optional Items” from Annex F to be inserted at time of Contract award.***

Accommodations may be made in the available contingency funds to address new costs or requirements on the supplier that were unknown or nonexistent at the issuance of the initial Contract; at the Crown's discretion.

**3. Additional requirements**

In the event labour is required to conduct Work not in the above-mentioned components and not included in the Firm Lot Price, but ordered by the Project Authority as an authorized extra and confirmed by a Contract amendment issued by the Contracting Authority, then the following labour rates will apply.

***Table "Additional Requirements" from Annex F to be completed and inserted at time of Contract award.***

**ANNEX “C”**  
**EVALUATION PROCEDURES & CRITERIA**

It is essential that the elements contained in the Proposal be stated in a clear manner and in sufficient depth to allow for evaluation by the evaluation team.

**1.0 METHOD OF SELECTION – HIGHEST COMBINED SCORE OF DESIGN, TECHNICAL MERIT AND PRICE**

- 1.1 The evaluation process is designed to identify the most qualified Contractor to provide services as stipulated in the Statement of Work (Annex A).
- 1.2 This section comprises the detailed Proposal requirements that will be used to evaluate Proposers’ responses to the Request for Proposal (RFP).
- 1.3 The mandatory requirements under section 2.0 will be evaluated on a compliant/non-compliant basis. The Proposals must include the necessary documentation to demonstrate this compliance.

Proposers must indicate whether they comply with the mandatory requirements below (section 2.0) and indicate the location (page, paragraph number, etc.) of the information provided in the Technical Proposal to support the requirements.

- 1.4 The selection of the responsive Proposal will be made on the basis of the **HIGHEST COMBINED SCORE** for design, technical and financial proposals. Highest combined score will be determined by adding the design, technical and financial points obtained.

The Proposers’ Design, Technical and Financial proposals will be scored separately. An Overall Proposal Score will be determined by combining a Proposer’s Design Proposal Score, Technical Proposal Score and Financial Proposal Score in accordance with the following weights:

Design Proposal	= 50%
Technical Proposal	= 25%
Financial Proposal	= 25%
<b>Overall Proposal</b>	<b>= 100%</b>

**To be considered Compliant, a Proposal must:**

- 1- Meet all the mandatory requirements specified in section 2.0 below;
- 2- Achieve the **minimum score or higher indicated on each specific rated criterion** as set out in section 3.0 below;
- 3- The responsive Proposal which receives the highest score of the combined points for the **Design Proposal** rated requirements (**50%**), **Technical Proposal** rated requirements (**25%**), and **Financial Proposal** rated requirements (**25%**) will be selected as the successful Proposal.

$$\text{Design Score} \times \text{Ratio (50\%)} + \text{Technical Score} \times \text{Ratio (25\%)} + \text{Financial Score} \times \text{Ratio (25\%)} = \text{Combined Score}$$

- 1.5 Failure of a Proposal to provide information in sufficient detail and depth to permit evaluation against the identified criteria may render a Proposal non-compliant. **All Proposers are advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not be considered to be “demonstrated” for the purpose of the evaluation. All professional experience must be fully demonstrated in the Proposal (i.e., dates, number of years and months of experience).**
- 1.6 The Proposers acknowledge and agree that Canada is not responsible to search for, and therefore evaluate, information that is not properly referenced or is not otherwise provided in accordance with PART 3 - BID PREPARATION INSTRUCTIONS.
- 1.7 Proposers shall not place any conditions or make any assumptions that attempt to limit or otherwise modify the scope of Work pursuant to the Statement of Work (Annex A).
- 1.8 The Proposers will be ranked according to the combined financial and technical score. The compliant Bidder with the highest combined overall score (design + technical + financial) will be considered for contract award. In the case of identical overall scores, the Bidder with the highest design score will be ranked first.

## 2.0 MANDATORY REQUIREMENTS

<b>MANDATORY EVALUATION CRITERIA</b>	
<b>CONTRACTOR DESIGN EXPERIENCE</b>	
<b>M1</b>	The Proposer <b><u>MUST</u></b> demonstrate that it has a <b>minimum of five (5) years experience within the last seven (7) years</b> in the design of exhibit fabrication and shop fitting field.
<b>M2</b>	The Proposer <b><u>MUST</u></b> provide three (3) examples of completed exhibit projects. The following information <b><u>MUST</u></b> be provided for each example: <ul style="list-style-type: none"> <li>I. Have been completed in the last five (5) years;</li> <li>II. Have a description and graphic illustration/visual of the project;</li> <li>III. Indicate size in square metres;</li> <li>IV. Indicate financial value of the project; and</li> <li>V. Name and current telephone or email of client.</li> </ul> <p><b>NOTE: AAFC projects are to be excluded.</b></p>
<b>SITE SUPERVISOR EXPERIENCE</b>	
<b>M3</b>	Proposers <b><u>MUST</u></b> provide a résumé of the proposed Site Supervisor.
<b>M4</b>	The proposed Site Supervisor <b><u>MUST</u></b> have <b>five (5) years' experience within the last seven (7) years</b> in providing logistical, project management, and exhibit fabrication services.
<b>M5</b>	The Site Supervisor or sub-contractor or a member of the team <b><u>MUST</u></b> be fluent in

	<p><b><u>English, Mandarin and French.</u></b></p> <p>NOTE: Demonstration of ability in French – AAFC will accept a well described contingency for providing service in French to Canadian exhibitors. Including a working relationship with a translation/interpretation service, provided the resource is available to exhibitors in the 24 hours prior to the show opening.</p>
<b>M6</b>	<p>The Proposer <b>MUST</b> provide <u>two (2) letters of recommendation</u> including name, current telephone numbers and/or email addresses from two (2) different clients who oversaw the Site Supervisor for events of similar size and scope.</p> <p><b>Note: AAFC references are to be excluded.</b></p>
<b>LIST OF FURNISHINGS AND SAMPLES</b>	
<b>M7</b>	<p>The Proposer <b>MUST</b> provide images, detailed specifications, including quantities and samples (where available) of all the furniture and equipment referenced in <b>Articles 3.5 FLOOR COVERING and 3.9 FURNITURE AND EQUIPMENT RENTAL</b> to demonstrate the quality of the furnishings being proposed in the design.</p>
<b>SUBMISSION OF FINANCIAL PROPOSAL</b>	
<b>M8</b>	<p>The Proposer <b>MUST</b> complete all tables in Annex E and Annex F in their entirety, pricing to be provided for every item listed or added, or will be deemed non-compliant and will be given no further consideration.</p> <p><b>Prices MUST not appear in any area of the proposal except in the Financial Proposal.</b></p>

### 3.0 DESIGN AND TECHNICAL RATED REQUIREMENTS

DESIGN POINT RATED CRITERIA	SCORING METHODOLOGY	SCORE
<p>The Proposer should provide a design with suggested furnishings (including details and quantities) for a <b>420 square metre</b> Canada Pavilion that includes iconic Canadian images and the key attributes of the Canada Brand as follows: quality, innovation, sustainability, diversity and food.</p> <p>The Proposer is responsible to draft a complete set of design drawings incorporating all the requirements as detailed in the Statement of Work.</p>	<p><b>The Proposer will receive up to ten (10) points for each of the following design elements demonstrated in the proposal:</b></p> <ol style="list-style-type: none"> <li>1. A unique modern design that incorporates key Canada Brand attributes.</li> <li>2. A design that uses custom materials, and/or makes unique use of standard materials.</li> </ol>	<p><b>Maximum points available:</b> 50 Points</p> <p><b>Minimum points required to pass:</b> 35 Points</p>



<p>Design drawings should include (but are not limited to) the following elements:</p> <ul style="list-style-type: none"> <li>• A preliminary floor plan as per the space allocated and required furnishings.</li> <li>• Address the requirements by Show Authority including but not limited to maximum permissible stand height (including signs, towers and banners), service connections (hot and/or cold water, waste, and electricity), and health and safety regulations.</li> </ul>	<p>3. A design that has latitude for modifications for both the overall structure and for individual exhibitors.</p> <p><b>The Proposer will receive up to five (5) points for each element provided as follows:</b></p> <ol style="list-style-type: none"> <li>1. Floor plan/technical drawings for proposed Pavilion</li> <li>2. 3D renderings</li> <li>3. Description of materials and their sustainability over the lifespan of the project</li> <li>4. Proposed furnishings, options and their quality</li> </ol> <p><b>5 points:</b> Element is fully described with high level of detail, high quality images, very clear and concise context and meets all of the specifications outlined within Annexes “A”, “D”, and “F”.</p> <p><b>2.5 points:</b> Element is partially described with little level of detail, low quality images, somewhat clear and concise context and meets some of the specifications outlined within Annexes “A”, “D”, and “F”.</p> <p><b>1 point:</b> Element is described with no level of detail, indiscernible quality images, unclear and unorganized context and meets a few of the specifications outlined within Annexes “A”, “D”, and “F”.</p>	
<p><b>TOTAL FOR DESIGN POINT RATED CRITERIA</b></p>	<p><b>/ 50</b></p>	

TECHNICAL POINT RATED CRITERIA	SCORING METHODOLOGY	SCORE
<p><b><u>R.1 CORPORATE CRITERIA</u></b></p> <p>The Proposer should provide three (3) projects within the last five (5) years which demonstrate experience providing exhibit fabrication and shop fitting services.</p> <p><i>Note: Projects requested for M2 can be used for this evaluation. Only the first three (3) projects provided for this criteria will be evaluated. If more than three (3) projects are submitted, <u>only the first three (3) as they appear in the proposal will be evaluated.</u></i></p>	<p><b>Based on these three (3) projects, the Bidder will receive <u>up to six (6) points</u> where they demonstrate their experience for each of the following criteria:</b></p> <ul style="list-style-type: none"> <li>i. Ability for customization of design and components; <b>(6 points)</b></li> <li>ii. Demonstrates on-site service throughout duration of the project; <b>(6 points)</b></li> <li>iii. Provides service to individual exhibitors throughout duration of the show; <b>(6 points)</b></li> <li>iv. Demonstrates application of National and Corporate branding. <b>(6 points)</b></li> </ul>	<p><b>Maximum points available:</b> 24 Points</p> <p><b>Minimum points required to pass:</b> 16 Points</p>
TECHNICAL POINT RATED CRITERIA	SCORING METHODOLOGY	SCORE
<p><b><u>R.2 PROJECT MANAGEMENT</u></b></p> <p>Proposer demonstrates, without repeating or paraphrasing the contents of the Request for Proposal, its understanding of the project schedule requirements:</p> <p>Timelines Critical Path Contingency Plan</p>	<p><b>The Proposer will receive <u>up to ten (10) points</u> per element provided:</b></p> <p><b><u>TIMELINE (up to 10 points):</u></b> Timeline provided for full life cycle of the project (fabrication, erection, installation, dismantle and cleaning etc.)</p> <p><b><u>MILESTONES (up to 10 points):</u></b> Key milestones for planning and interactions with Show Authority,</p>	<p><b>Maximum points available:</b> 30 Points</p> <p><b>Minimum points required to pass:</b> 20 Points</p>

	<p>AAFC and exhibitors as well as fabrication and delivery schedule.</p> <p><b>10 points:</b> Element is fully described with high level of detail, covers every aspect of the project life cycle, very clear and concise context and meets all of the specifications outlined within Annexes “A”, “D”, and “F”.</p> <p><b>7 points:</b> Element is mostly described but is missing some details, covers most aspects of the project life cycle, clear and concise context and meets all of the specifications outlined within Annexes “A”, “D”, and “F”.</p> <p><b>5 points:</b> Element is partially described but is missing a lot of details, covers some aspects of the project life cycle, somewhat clear and concise context and meets some of the specifications outlined within Annexes “A”, “D”, and “F”.</p> <p><b>3 points:</b> Element is barely described with little level of detail, covers few aspects of the project life cycle, unclear and unorganized context and meets a few of the specifications outlined within Annexes “A”, “D”, and “F”.</p> <p><b>1 point:</b> Element is described with no level of detail, fails to mention aspects of the project life cycle, unclear and unorganized context and meets none of the specifications outlined within Annexes “A”, “D”, and “F”.</p> <p><b><u>CONTINGENCY PLAN (up to 10 points)</u></b></p> <p>Proposer should provide a detailed contingency that clearly demonstrates how they can address unforeseen issues/changes pertaining to the following elements:</p> <ul style="list-style-type: none"> <li>i. Floor space <b>(2 points)</b></li> <li>ii. On-site staff/ personnel <b>(2 points)</b></li> <li>iii. Modifications/ customization<b>(2 points)</b></li> </ul>	
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	<ul style="list-style-type: none"> <li>iv. Timeline alterations <b>(2 points)</b></li> <li>v. Show requirements <b>(2 points)</b></li> </ul>	
<p><b><u>R.3 PERSONNEL</u></b></p> <p>Detail the Site Supervisor's:</p> <ul style="list-style-type: none"> <li>• Past work experience with governments</li> <li>• Past work experience with similar projects of size and scope</li> <li>• Past work experience for the Site Supervisor's production team, including sub-contractors</li> </ul> <p><b><u>Note: AAFC references are to be excluded.</u></b></p>	<p><b>The Proposer will receive <u>up to eight (8) points</u> by providing detailed information of the following:</b></p> <ul style="list-style-type: none"> <li>i. Work experience with governments <b>(2 points)</b></li> <li>ii. Graphic illustrations of past projects <b>(2 points)</b></li> <li>iii. Résumés of Site Supervisor and one (1) other person of the on-site project team <b>(2 points)</b></li> <li>iv. Relevant work history for production team <b>(2 points)</b></li> </ul>	<p><b>Maximum points available:</b> 8 Points</p> <p><b>Minimum points required to pass:</b> 5 Points</p>
<b>TOTAL FOR TECHNICAL POINT RATED CRITERIA</b>		<b>/ 62</b>
<b>TOTAL FOR DESIGN &amp; TECHNICAL RATED REQUIREMENTS</b>		<b>/ 112</b>

**ANNEX "D"**

**CANADA PAVILION LOCATION / FLOOR SPACE LAYOUT**

Below is the proposed Canada Pavilion layout that will occupy a total of 420 sq. m.

**B8-0101  
180 sqm  
(30m x 6m)**

9sqm	9sqm
9sqm	9sqm
9sqm	9sqm
9sqm	9sqm
9sqm	9sqm
9sqm	9sqm
9sqm	9sqm
9sqm	9sqm
9sqm	9sqm
9sqm	9sqm

**B8-0211  
120 sqm  
(20m x 6m)**

15sqm	9sqm
9sqm	9sqm
9sqm	9sqm
9sqm	9sqm
9sqm	9sqm
9sqm	9sqm
9sqm	9sqm

**B8-0111  
120 sqm  
(20m x 6m)**

15sqm	9sqm
9sqm	9sqm
9sqm	9sqm
9sqm	9sqm
9sqm	9sqm
9sqm	9sqm
9sqm	9sqm

**Hall  
Entrance**

**ANNEX “E”**  
**MANDATORY ITEMS COST BREAKDOWN**

**EXHIBIT MANAGEMENT SERVICES, DESIGN, SYSTEM AND EXHIBIT STRUCTURE AND GRAPHICS, FABRICATION, ERECTION, INSTALLATION, DISMANTLE, SITE CLEANING, FLOORING, SITE SERVICES (ELECTRICAL AND LIGHTING, PLUMBING/WATER, CLEANING AND WASTE, ETC.), LOUNGE SUPPLIES, FURNITURE AND EQUIPMENT RENTAL, PERSONNEL, LABOR AND OTHER SERVICES**

The proposer must complete the following table in its entirety or will be deemed non-compliant and will be given no further consideration.

The financial bid evaluation will be based on the firm lot price provided in this Annex. The Firm Lot Price must be inclusive of any Customs duty, all applicable taxes, and associated cost for travel and out of pocket expenses.

The Contractor shall supply on a rental basis, install, position, clean and later remove all furniture, furnishings, electrical, lighting, graphics, exhibitory components and accessories listed and described in Annex E.

The type/brand/colour of the specified essential elements (Annex E) is required. Substitutions will not be accepted for any of the items in Annex E and F where AAFC has provided product codes.

Contractor to supply, and have available on location, additional items (approximately 10% extra) as in the Statement of Work (Annex A).

Any damaged equipment or furnishings shall be replaced immediately with the same item or better.

**MANDATORY/ESSENTIAL ELEMENTS:**

**5.0 SPECIFIC GOODS AND SERVICES**

<b>ITEM</b>	<b>DESCRIPTION – CANADA PAVILION, 420 sq. m</b>	<b>COSTS</b>
3.1	Exhibit Management Services	
3.2	Design	
3.3	System and Exhibit Structure and Graphics	
3.4	Fabrication, Erection, Installation, Dismantling, and Cleaning	
3.5	Floor Covering	
3.6	Site Services - Lighting and Electrical, Plumbing/Water, Cleaning and Waste Disposal, and Photographs	
3.7	Personnel On Site - Site Supervisor, Cleaning Staff and Electrical Staff	

3.8	Lounge Supplies	
3.9	Furniture and Equipment Rental	
	<b>FIRM LOT PRICE</b>	

**NOTE: In the event floor space is increased/decreased, the following calculation will apply:**

Original proposed Firm Lot Price \$ / original floor space (sq. m) X revised floor space (sq. m) = NEW FIRM LOT PRICE

**ANNEX “F”**  
**OPTIONAL ITEMS AND ADDITIONAL REQUIREMENTS**

The Proposer is responsible to fill out Annex F for all optional items that would enhance the overall look of the Canada Pavilion (e.g. suspended structures, graphics, LCD TV’s etc.). Optional Items must include a proposal for a pavilion wifi package and Glass

ITEM	DESCRIPTION	UNIT PRICE ONLY
1		
2		
3		
4		
5		
6		

showcases.

Unit Prices of the “OPTIONAL” items will not be included in the Firm Lot Price to be submitted. Unit Prices will be used only as price reference if AAFC requests any items, as per clause 3.2.2, Part 2. Request for any additional items can only be approved and confirmed by the Project Authority.

**ADDITIONAL REQUIREMENTS**

In the event labour is required to conduct work not in the above-mentioned components and not included in the Firm Lot Price, but ordered by the Project Authority as an authorized extra and confirmed by a Contract amendment issued by the Contracting Authority, then the following hourly labour rates will apply:

LABOUR	STRAIGHT	OVERTIME
Carpenter		
Labourer		
Display man		
Electrician		
Painter		
Supervisor on-site		
Project manager		
<p><i>MATERIAL MARK-UP - Any Materials not listed herein and requested as an authorized extra by the Project Authority shall be charged for at the rate of net cost, plus a percentage to cover overhead and profit.</i></p> <p><b>Proposer will identify the mark up percentage that is not to exceed 17.5%.</b></p>		



**ANNEX “G”**  
**CANADA BRAND GRAPHIC ELEMENTS**

Canada is a globally trusted supplier of agri-food products for international consumers because of its world-class safety systems and high-quality products deriving from vast natural resources. The mission of the Canada Brand is to build strong recognition and demand for Canadian agricultural and agri-food products internationally. The key attributes of the brand include quality, innovation, sustainability, diversity, and food.

The graphic elements of the Canada Brand listed below help products stand out from the competition, build recognition, and lead to increased demand and sales.

<p><b>Logo:</b> Canada maple leaf</p>	
<p><b>Tagline:</b> Quality is in our Nature</p>	
<p><b>Colour:</b> Canada Brand red colour</p>	 <p>#CB2015 RGB: 203, 32, 21 CMYK: 14, 99, 100, 4 PANTONE P 49-8 C</p>
<p><b>Fonts:</b> Primary font is Mondapick Extrabold; secondary font is Fira Sans Regular</p>	<p><b>CANADA</b> <small>MONDAPICK EXTRABOLD</small></p> <p>ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz</p> <p><b>QUALITY</b> <small>FIRA SANS REGULAR</small></p> <p>ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz</p>

**Photography:**  
Vast and varied  
Canadian  
landscapes, fresh  
foods and  
appetizing visuals,  
diverse range of  
people and  
processes, iconic  
Canadian images  
and symbols



**ANNEX “H”**  
**CHECKLIST FOR RESPONSE TO REQUEST FOR PROPOSAL**

*Please ensure that the following items are included in your Proposal.*

- Proposal includes a covering letter signed by the Proposer or an authorized representative of the Proposer. The proposal must include the name and contact information of the Proposer’s representative.
- Statement by the Proposer that they have read, understood, and will comply with every clause, term and condition of the Request for Proposal.
- Proposal includes the following elements:
  - Executive Summary
  - Design Concept
  - Project Management
  - Contingency Plan
  - Recommendation
- Design concept addresses the needs of the pavilion as outlined in Statement of Work (Annex A), including floor plan, design drawings/3D renderings, and graphics.
- Proposal includes images, detailed specifications, including quantities and samples (where available) of all furnishings, equipment and materials being proposed in the design.
- Proposer’s design experience: Demonstration of five years’ experience within the last seven years. Three examples of completed projects must each include: project description including graphic illustration/visual of the project, size in square metres, financial value of the project, and reference.
- Work history of the production team, including the résumé for the Site Supervisor (demonstrating five years’ experience within the last seven years) and a résumé of one other person from the on-site project team.
- Two letters of recommendation (including name, telephone number and/or email address) from two different clients who oversaw the Site Supervisor.
- Demonstration of ability in English, Mandarin and French (Site Supervisor or Sub-Contractor/team member).
- Proposer’s understanding of the project management requirements: Includes description of the approach, resources, milestones, plan and a table or chart detailing the timelines/critical path.

- Complete, sign and date all certificates under Certification Requirements.
- Complete financials as outlined in Mandatory Cost Breakdown (Annex E) and Optional Items & Additional Requirements (Annex F).
- Firm Lot Price MUST be in Canadian Currency, all deliverables FOB job site, and inclusive of any customs duty, all applicable taxes, and associated cost for travel and out of pocket expenses.
- Ensure all documents are signed and dated and the proposal submission is properly labelled and delivered within the allotted timeframe. Any questions related to the submission should be sent to the Contracting Authority.

**ANNEX "I" – SECURITY REQUIREMENTS CHECKLIST**  
*(see attached)*