



Request For Proposals

ACADA Pavilion Design and Construction

DSEI: September 9-12, 2025 – London, UK

DEFSEC Atlantic: 2025 and 2026 – Halifax, NS
September 30 - October 2, 2025
October 6-8, 2026

Atlantic Canada Aerospace & Defence Association

RELEASE DATE: March 21, 2025

CLOSING DATE: April 11, 2025 at 4pm ADT

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Project Overview & Scope of Work

The [Atlantic Canada Aerospace & Defence Association](#) (ACADA) invites qualified firms to respond to this Request for Proposals for the design and construction of ACADA’s pavilion at three upcoming trade shows.

In this RFP, ACADA is looking for up to two (2) contractors/businesses to help design and build ACADA pavilions at upcoming trade shows, including the complete design and installation of the booth exhibit, shipping, set-up, and removal. The successful bidders will be referred to as Project Contractor(s) for the remainder of this document.

ACADA is requesting proposals for the following trade show pavilions:

Event	Location	Date
DSEI	London, UK	September 9-12, 2025
DEFSEC Atlantic	Halifax, Nova Scotia	September 30 - October 2, 2025 October 6-8, 2026

DSEI: The pavilion will serve as a central showcase for ACADA and the Atlantic Canadian mission participants attending the show. ACADA anticipates having 4-8 companies and/or organizations in attendance (1-2 representatives each).

DEFSEC Atlantic: The pavilion and SME Zone will serve as a central showcase for ACADA and the SME Zone participants attending the show. ACADA anticipates having 4-10 SMEs in attendance (1-2 representatives each). The SME Zone is a space for our members to showcase their company within the ACADA booth. We are looking to secure a contractor for the next two years of the show. Note details for 2026 may be subject to change once the booth is secured, but currently anticipate they will remain the same year-over-year.

Project Costs & Requirements

Bidders must provide their cost proposal for this project. The cost proposal must include all expenses related to the booth design, set-up, removal, labour, shipping (including all costs associated with booth graphics, material handling/storage, rigging, electrical service, etc. that will be incurred with the show site facilities and management).

Pavilion features must include, but are not limited to:

1: DSEI

36 square meter booth space (See Appendix A)

Maximum cost of \$70,000 CAD

- ACADA / Atlantic Canadian industry branding/graphics
- Six (6) to Eight (8) demo kiosks with one (1) seat per kiosk
- Reception desk with two (2) seats, if space allows
- Meeting room with table and four (4) chairs
- Open/common seating area
- Ability to mount monitors for digital displays
- Lockable storage under all kiosks and reception desk
- Carpeting with underlay
- Overhead branded banner – development and rigging
- Mini refrigerator with water bottles
- Vacuum for daily cleaning
- Electrical cords/connections and lighting

2: DEFSEC Atlantic

20ft x 30ft booth space (see Appendix A)

Maximum cost of \$37,500 CAD per year

- ACADA / Atlantic Canadian industry branding/graphics
- Four (4) to ten (10) demo kiosks for the SME Zone with one (1) seat per kiosk
- Reception desk with two (2) seats
- Open/common seating area
- Ability to mount monitors for digital displays
- Lockable storage under all kiosks and reception desk
- Vacuum for daily cleaning
- Carpeting with underlay
- Rigging of overhead hanging banner
- Electrical cords/connections and lighting

Project Timelines

1: DSEI

Deliverable	Date
RFP Issued	March 21, 2025
Question submission deadline	April 4, 2025 at 4pm Atlantic Time
Proposal submission deadline	April 11, 2025 at 4pm Atlantic Time
Review and evaluation of proposals	April 14-22, 2025
ACADA selects successful proponent	April 23, 2025
Exhibit setup (<i>anticipated</i>)	September 7-8, 2025
Trade show	September 9-12, 2025
Exhibit tear down and removal (<i>anticipated</i>)	September 12-13, 2025

2: DEFSEC Atlantic

Deliverable	Date
RFP Issued	March 21, 2025
Question submission deadline	April 4, 2025, 4pm Atlantic Time
Proposal submission deadline	April 11, 2025, 4pm Atlantic Time
Review and evaluation of proposals	April 14-22, 2025
ACADA selects successful proponent	April 23, 2025
Exhibit setup (<i>anticipated 2025, TBD 2026</i>)	September 29-30, 2025
Trade show	September 30 – October 2, 2025 October 6–8, 2026
Exhibit tear down and removal (<i>anticipated 2025, TBD 2026</i>)	October 2-3, 2025

Proposal Guidelines

Proposals must be submitted to darren.machado@ac-ada.ca with the subject line *ACADA Pavilion RFP* and the event name for which you are bidding (*DSEI, DEFSEC Atlantic*).

- Only digital copies will be accepted (PDF format, one single file)
- Proposals should not exceed fifteen (15) pages, including design renderings
- Extensions to the submission date will not be considered
- Any proposal submitted in partial format will not be considered
- If you choose to respond to more than one of the pavilion offerings, please submit a separate proposal for each (*note: if submitting for DEFSEC Atlantic, it must be both years of the show*)

Proposals must include and are limited to:

Cover: Indicate which of the two (2) shows you are bidding on, contact name and title, contact email, and company name.

Introduction: This section will introduce and briefly explain your business, capabilities, and approach to projects of this nature.

Qualifications: Short form CVs and/or bios for all personnel for this project; demonstrating qualifications and experience as it relates to this RFP. This should not exceed one page.

Proposed Design: Proposals must include proposed mock-up design(s) for the pavilion.

Price quote: Price quotes must be fixed and in Canadian dollars.

References: Two (2) client reference letters or testimonials. These references should be from individuals/businesses for which similar work was carried out in the past (including a contact person, description of work completed, and results achieved). Preference will be given to suppliers with a proven ability to complete the task, evidenced by similar projects and demonstrated experience. This should not exceed one page per reference.

Proposal Evaluation

Members of the ACADA team will evaluate the proposals against a scoring matrix. ACADA reserves the right to reject all proposals and to cancel the RFP or reissue if necessary. The evaluation framework outlined below will be used in the selection.

Booth design and understanding of scope	50%
Demonstrated experience on similar projects	30%
Cost (compliance to staying within or below budget)	20%

Contact

Questions related to this RFP may be directed to Darren Machado, Regional Project Manager, darren.machado@ac-ada.ca prior to April 4, 2025 at 4pm Atlantic time.

All correspondence must be in electronic format to Darren and no other member of the ACADA Board or team. Questions and responses will be provided to all respondents via e-mail prior to the submission deadline.

General Conditions

Verbal information or representations shall not be binding on ACADA. Only written changes, alterations, modifications or clarifications are binding. In order to be valid, all changes, alterations, modifications or clarifications shall be issued in the form of addenda, and all such addenda shall become a part of this RFP.

The proposal of the successful proponent will form part of any resultant contract agreement by attachment and incorporation by reference. Claims made in the proposal will constitute contractual commitments. Any provision in the proposal may be included in the resultant contract as a direct provision thereof. The successful Project Contractor, as a condition of submitting its proposal, accepts a customized contract that will be negotiated.

Any resultant contract from this RFP will be governed by the laws of Nova Scotia (where the ACADA Head Office resides) and shall be issued in the name of the successful supplier exactly as that successful Project Contractor's personal or corporate name is stated in the RFP response document. Funds payable for materials delivered pursuant to any resultant contract shall be paid only to the Project Contractor who is so listed as a party to any resultant contract. Only legally registered names of Project Contractor are acceptable.

The proposal will contain the signature, name and title of the person authorized to sign on behalf of the Project Contractor on the proposal submitted in response to this RFP.

The responsibility rests with the Project Contractor to submit a complete proposal, with proper and adequate detail to substantiate all aspects of its proposal. Incomplete proposals shall be deemed to be non-compliant. A complete proposal should include but not be limited to:

- Legal name and status: The proposal shall state the correct legal name and legal status of the proposing entity and the correct mailing address.
- Consultant contact: The name, title, telephone numbers, e-mail address and civic address of a representative who may be contacted for clarification or other matters relating to the proposal shall be provided.
- Content: The proposal will be clear, concise, and must include sufficient detail for effective evaluation and for substantiating the validity of stated claims.

This RFP is open to Canadian and International bidders, with preference given to Atlantic Canadian businesses. The successful Project Contractor must be licensed to conduct business in its own jurisdiction and the jurisdiction of the event being bid on and may be

required to produce a certificate of good standing for that jurisdiction.

ACADA welcomes proposals that include subcontractors or partners but will only deal directly with the lead or prime contractor. All terms and conditions will apply to all subcontractors and the Project Contractor will be responsible for subcontractors' compliance. The Project Contractor will be responsible for all work done by the subcontractors. The Project Contractor will be responsible for all damage and will complete any work unfinished by the subcontractors.

Awarding of Contract

The award of the contract will be made by ACADA, based upon the results of the evaluation of submitted proposals. ACADA expects to award up to two (2) respondents – one (1) per show.

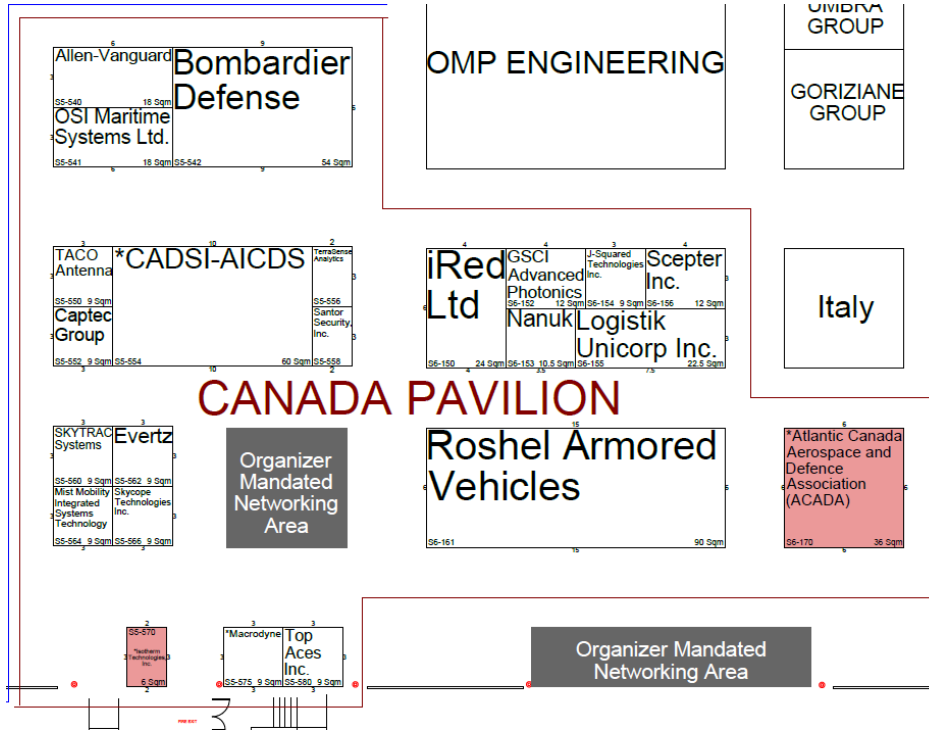
ACADA will notify the successful Project Contractor in writing via electronic means. Those that are not successful will receive written notification via electronic correspondence as soon as possible once the award of contract has been accepted and the negotiations have been concluded with the Project Contractor. The Client reserves the right not to explain in detail why unsuccessful bidders were not selected.

Intellectual Property

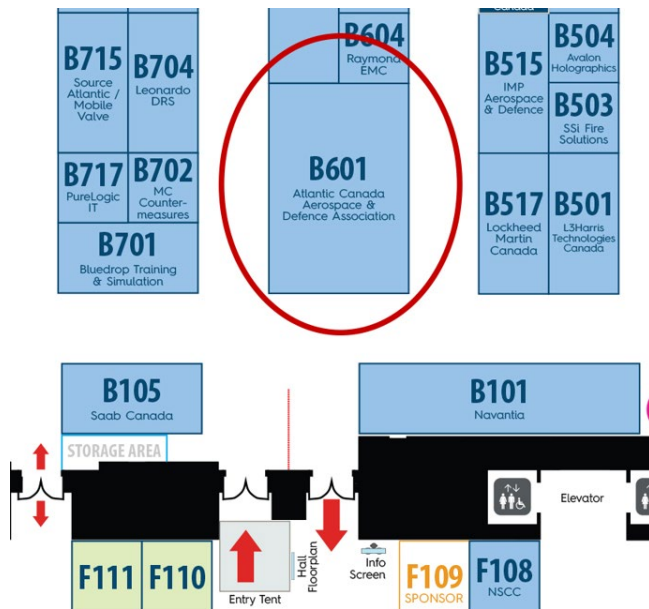
Any intellectual property that is developed as a result of this project, including all materials, booth designs, and related information produced by the Project Contractor in completing this work shall be vested with the Client. The Project Contractor shall deliver all files and documentation for this project to ACADA upon its completion.

Appendix A: Floorplans

DSEI Floorplan



DEFSEC Atlantic Floorplan (2025) – 2026 TBD



Appendix B: Previous Pavilions

DSEI 2023



DEFSEC Atlantic – 2024

