

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage , Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services 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, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux 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 sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> IHRA Accommodation and catering	
<b>Solicitation No. - N° de l'invitation</b> B9712-120522/A	<b>Date</b> 2013-03-27
<b>Client Reference No. - N° de référence du client</b> B9712-120522	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-003-62491	
<b>File No. - N° de dossier</b> lp003.B9712-120522	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-04-12</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tremblay, Jacynthe	<b>Buyer Id - Id de l'acheteur</b> lp003
<b>Telephone No. - N° de téléphone</b> (819) 934-0768 ( )	<b>FAX No. - N° de FAX</b> (819) 956-4944
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF CITIZENSHIP AND IMMIGRATION 300 SLATER ST. OTTAWA Ontario K1A1L1 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**Issuing Office - Bureau de distribution**

Travel Procurement Services Division/Division des services  
d'approvisionnement en voyage  
Place due Portage, Phase III, 7B3  
Portage III 7B3  
11, rue Laurier/11 Laurier St.  
Gatineau  
Québec  
K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## REQUEST FOR PROPOSAL

### Provision for Guest Rooms and Hospitality for the International Holocaust Remembrance Alliance (IHRA) Conference, Toronto, Ontario

#### PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Requirement
3. Debriefings

#### PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

#### PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

#### PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

#### PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

#### PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Requirement
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Insurance
12. Renovations

#### List of Annexes:

- |         |   |
|---------|---|
| Annex A | Statement of Work                               |
| Annex B | Basis of Payment and Bid Evaluation             |
| Annex C | Information and Contacts                        |
| Annex D | Insurance Requirement                           |
| Annex E | Federal Contractor Program Equity Certification |
| Annex F | Federal Public Servant Certification            |

---

## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Statement of Work**

The Government of Canada is hosting a conference for IHRA. The conference will be held in Toronto from October 08 to October 10, 2013. Canada requires suppliers that will provide guest rooms from October 05 to October 10, 2013 for delegates for the duration of the event and optional catering services at the hotel for a cocktail reception October 08 and a formal dinner October 09.

The three-day conference will be held in Toronto, Ontario and approximately 200 participants will attend the various plenary and breakout sessions. Conferences are not open to the public or Media.

#### **2.1 Requirement A**

2.1.1 Canada requires two (2) suppliers that will provide guest rooms from October 05 to October 10, 2013 for delegates for the duration of the event and optional catering services at the hotel for a cocktail reception October 08 and a formal dinner October 09 to one of the two suppliers.

The establishment must have a Canada Select Star rating of 4 or higher or a Canadian Automobile Association (CAA) Diamond rating of 3 or higher.

The facility of the bidder is suitable to host high-profile international events; service and amenities are refined and sophisticated combined with a high degree of hospitality, service and attention to detail; and an on-site business centre is accessible to international delegates.

The Bidder must have proven experience in the management and planning of large scale high profile national and international conferences and events with foreign distinguished guests or government officials.

#### **2.1.2 Location**

##### **Area 1:**

The accommodation must be located in downtown Toronto within 6 km from Exhibition Place.

##### **Area 2:**

If the requirement cannot be met in Area 1, accommodation located outside of Area 1 up to 26 km of Exhibition Place will be considered for a contract.

#### **2.2 Requirement B**

2.1.1 Canada requires two (2) suppliers that will provide guest rooms from October 05 to October 10, 2013 for delegates for the duration of the event. The establishment must have a Canada Select Star rating of 3 or higher or a Canadian Automobile Association (CAA) Diamond rating of 2 and a half or higher. The Bidder's property is neat and well maintained and features business services and amenities for international guests.

## 2.1.2 Location

### Area 1:

The accommodation must be located in downtown Toronto within 6 km from Exhibition Place.

### Area 2:

If the requirement cannot be met in Area 1, accommodation located outside of Area 1 up to 26 km of Exhibition Place will be considered for a contract.

## 3. Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 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>) 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 (2012-11-19) 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: sixty (60) days  
Insert: ninety (90) days

### 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than four (4) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is

eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **4. 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.

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

#### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid ( 1 copy )

Section II: Financial Bid ( 1 copy )

Section III: Certifications ( 1 copy)

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 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** (

<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) 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
- 2) 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment stipulated at Annex B. The total amount of applicable taxes must be shown separately, if applicable.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION****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.

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

**1.1 Technical Evaluation****1.1.1 Mandatory Technical Criteria**

Bidders are required to comply with all the mandatory criteria to be considered responsive, a bid must meet all of the mandatory requirements of this bid solicitation as described at Annex A – Statement of Work. Bidders that submit proposals that are determined to be non-responsive will receive no further consideration.

**1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded as submitted in Annex B - Basis of Payment and Bid Evaluation.

**2. Basis of Selection**

**2.1 Requirement A** (Establishments with a Canada Select Star rating of 4 or higher or a Canadian Automobile Association (CAA) Diamond rating of 3 or higher; optional catering services and space for a cocktail reception October 08 and a formal dinner October 09 to one of the two suppliers)

**2.1.1 Areas of Selection****Area 1:**

The accommodation must be located in downtown Toronto within 6 km from Exhibition Place.

**Area 2:**

If the requirement cannot be all met in Area 1, accommodation located up to 26 km of Exhibition Place but outside of Area 1 will be considered second.

2.1.2 The bids located in Area 1 will be evaluated first. A bid located in Area 1 must comply with all requirements of the bid solicitation, to be declared responsive. The two (2) responsive bids that can accommodate the overall guest room requirement in Area 1 with the lowest evaluated price will be recommended for award of a contract. If only one (1) responsive bidder is capable of providing the rooms allocated for one (1) establishment, a contract will be awarded to the bidder and the second contract to a responsive bidder of Area 2. A bidder may submit more than one (1) bid for different establishments located in Area 1.

2.1.3 If only one (1) bid or less in Area 1 is a responsive bid, the bids in Area 2 will be evaluated. A bid located in Area 2 must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid that can accommodate the guest room requirement of Requirement A in Area 2 with the lowest evaluated price will be recommended for award of a contract. A maximum of two (2) contracts in Area 1 and 2 will be awarded. A bidder may submit more than one (1) bid for different establishments located in Area 2.

2.1.4 The maximum funding available for the meals under the Contract resulting from the bid solicitation are: Reception \$46.80; Dinner \$107.23, (Services Charges and Goods and Services Tax or Harmonized Sales Tax included, as appropriate). Bids valued in excess of these amounts will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

**2.2 Requirement B** (Establishments with a Canada Select Star rating of 3 or higher or a Canadian Automobile Association (CAA) Diamond rating of 2 and a half or higher) The Bidder's property is neat and well maintained and features business services and amenities for international guests.

### 2.2.1 Areas of Selection

**Area 1:**

The accommodation must be located in downtown Toronto within 6 km from Exhibition Place.

**Area 2:**

If the requirement cannot be all met in Area 1, accommodation located up to 26 km of Exhibition Place but outside of Area 1 will be considered second.

2.2.2 The bids located in Area 1 will be evaluated first. Bidders in Area 1 are to submit rates that are not in excess of \$150 per night before taxes. A bid located in Area 1 must comply with all requirements of the bid solicitation to be declared responsive. The two (2) responsive bids that can accommodate the overall guest room requirement in Area 1 with the lowest evaluated price will be recommended for award of a contract. If only one (1) responsive bidder is capable of providing the rooms allocated for one (1) establishment, a contract will be awarded to the bidder and the second contract to a responsive bidder of Area 2. A bidder may submit more than one (1) bid for different establishments located in Area 1.

2.2.3 If only one (1) bid or less in Area 1 is a responsive bid, the bids in Area 2 will be evaluated. A bid located in Area 2 must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid that can accommodate the guest room requirement of Requirement A in Area 2 with the lowest evaluated price will be recommended for award of a contract. A maximum of two (2) contracts in Area 1 and 2 will be awarded. A bidder may submit more than one (1) bid for different establishments located in Area 2.

---

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the

certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### **1. Mandatory Certifications Required Precedent to Contract Award**

#### **1.1 Code of Conduct and Certifications - Related documentation**

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

### **2. Additional Certifications Precedent to Contract Award**

#### **2.1 Federal Contractors Program - Certification - Annex E**

#### **2.2 Former Public Servant Certification - Annex F**

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

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Statement of Requirement**

The Contractor must provide the services described at Annex A - Statement of Work.

### **3. Standard Clauses and Conditions**

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

### 3.1 General Conditions

2010C (2012-11-19), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

## 4. Term of Contract

### 4.1 Period of the Contract

The Contract is in effect from the date of the issuance of the contract to October 11, 2013, inclusive.

### 4.2 Optional Services *(to be inserted in Contracts for Requirement A if applicable)*

The Contractor hereby grants Canada the irrevocable option to provide space and catering services for a cocktail reception on October 08, 2013 and a formal dinner on October 09, 2013 as detailed in Annex A, Statement of Work with the proposed prices in Annex B, Basis of Payment and Bid Evaluation. Canada may exercise these options at any time by sending a written notice to the Contractor prior to July 06, 2013.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jacynthe Tremblay  
Supply Specialist  
Public Works and Government Services Canada  
Traffic Management Directorate  
Travel Procurement Services Division - LP  
11 Laurier Street, 6B3-37  
Gatineau QC K1A 0S5

Telephone: 819-934-0768

Facsimile: 819-956-4944

E-mail address: jacynthe.tremblay@tpsgc-pwgsc.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.

### 5.2 Project Authority

The Project Authority for the Contract is: ***To be inserted at Contract award.***

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.

### 5.3 Contractor's Representative

#### *To be added at Contract award*

## 6. Payment

### 6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit rates, as specified in Annex B, Basis of Payment and Bid Evaluation, Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

### 6.2 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. Invoicing Instructions

7.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

7.2 Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the following address for certification and payment.

#### *To be inserted at Contract award*

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

## 8. Certifications

8.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 9. Applicable Laws

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

## 10. 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 2010C (2012-11-19), General Conditions - Services (Medium Complexity);
- (c) annex A, Statement of Work;
- (d) annex B, Basis of Payment and Bid Evaluation;
- (e) the Contractor's bid dated \_\_\_\_\_

## 11. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 12. Renovations

The Contractor agrees to give a thirty (30) days' notice of any construction or remodeling to be performed in the property, which might interfere with the participants' safety and/or comfort. In such case, Canada may terminate the contract at any time without liability or cancellation fees. If Canada elects to terminate this contract in accordance with this provision, the Contractor must, if requested by Canada, use its best effort to assist Canada in locating an alternate accommodation establishment with comparable facilities at a comparable price and to offset additional costs incurred by Canada in order that it can relocate.

## STATEMENT OF WORK

### Accommodation and Hospitality

#### 1. Title of the conference:

***International Holocaust Remembrance Alliance***

#### 2. Background:

From March 2013 to March 2014, Canada will chair the International Holocaust Remembrance Alliance, which includes 31 member countries committed to Holocaust education, remembrance and research. The chair country rotates annually and is supported by a permanent office in Berlin.

International conferences are held each year, bringing together delegations composed of senior government representatives, non-government organizations and independent experts to discuss sensitive issues. The conference format consists of plenary meetings, and working group meetings.

#### 3. Requirements:

The Government of Canada is hosting a conference for IHRA. The conference will be held in Toronto from October 8 to October 10, 2013. The Government of Canada requires suppliers that will provide guest room accommodation and potential catering services for the duration of the event. See section 5 below for detailed information on tasks and technical specifications.

#### 4. Specifications:

##### a) Location:

##### **Area 1:**

As a preferred location, the accommodation must be located in downtown Toronto within 6 km from Exhibition Place.

##### **Area 2:**

If the requirement cannot be met in Area 1, accommodation located outside of Area 1 up to 26 km of Exhibition Place will be considered.

#### 5. Requirement A:

##### 5.1 Accommodation

##### a) Hotel standard:

The establishment must have a Canada Select Star rating of 4 or higher or a Canadian Automobile Association (CAA) Diamond rating of 3 or higher.

The facility of the bidder is suitable to host high-profile international events; service and amenities are refined and sophisticated combined with a high degree of hospitality, service and attention to detail; and an on-site business centre is accessible to international delegates.

**b) Guest Room Requirements:**

A block of 525 room nights is estimated to be required from October 05 to October 10 with check-out on October 11, 2013 as distributed below. The Bidders will submit bids for guest rooms available and remove from their inventories the number of rooms included in the Contract until September 05, 2013. 80% of room nights will be considered as booked and payment guaranteed by Canada. After September 05, 2013, remaining rooms outside of 80% of room nights considered booked will return to the Contractor inventory. Inventory of guaranteed rooms will be offered first to delegates. No more than 420 room nights in total will be guaranteed.

October 2013	5	6	7	8	9	10
<b>Estimation of Guest Rooms Required in Total for Requirement A</b>	50	75	100	100	100	100

Bidders must offer the following number of guest rooms per day to be awarded a contract:

October 2013	5	6	7	8	9	10
<b>Guest Rooms Requirements per Bid for Requirement A</b>	25	37	50	50	50	50

Rates for guestrooms must be in single and double occupancy.

Rates must be for the provision of safe, clean and comfortable accommodation.

Billing for guestrooms: Delegates will pay for their rooms

**c) Constraints:**

The bidders will provide group code for on-line guest room reservations as well as an international toll-free number for delegates.

Wi-Fi high-speed internet access will be available in guest room and included in guest room rate.

Individual delegates are responsible for making their hotel reservations and settling invoices with the Contractor – no guest room charges will be made to Canada unless directed by project authority or technical authority.

Hotel rooming list will be provided to Project Authority or technical authority upon request.

If guests with guaranteed reservations are turned away, the Contractor will make accommodation and transportation arrangements to alternative comparable hotel within 5 km.

Cancellation policy for guest rooms will be 4:00pm previous day with no penalty.

## 5.2 Optional\_Hospitality Requirements (to be confirmed by July 05, 2013):

### a) Optional Cocktail Reception

The Contractor will provide room and catering for a cocktail reception for approximately 300 people to take place October 08, 2013

#### Catering Requirements

A cocktail reception for approximately 300 people, with kosher-friendly hors d'oeuvres (i.e. no pork, shellfish etc. and must include some vegetarian options), red and white wine, beer, bottled water, soft drinks. Additional kosher hors d'oeuvres (according to kosher standards) shall be provided for about twenty (20) people at an additional cost and must be pre-ordered at least three (3) days in advance. A maximum of two (2) refreshment or alcoholic beverages times the number of attendees at the reception will be served (as an example, if there are 310 attendees, maximum to be served will be 620 drinks in total). Once the beverage allotment has been met, service of beverages will end. No additional beverage will be served to participants. Use of tickets or coupons to manage beverage allotment will not be permitted.

#### Suggested menu:

- Crudités / vegetable platter
- Cheese & crackers/flatbread
- Antipasto platter
- Hors d'oeuvres, a selection of hot and cold, some vegetarian
- Host bar with beer and wine, plus non-alcoholic beverages (e.g. Mineral-water, coffee, tea, juices, soft drinks)

### b) Optional Formal Dinner

The Contractor will provide room and catering for a sit-down dinner for approximately 200 people to take place October 09, 2013. The room format will be round tables.

#### Catering Requirements

A formal sit-down dinner for approximately 200 people. Must be kosher-friendly (i.e. no pork, shellfish etc.) and must include some vegetarian meal options. Additional kosher meals (according to kosher standards) must be provided for about ten (10) people at an additional cost and must be pre-ordered at least three (3) days in advance. One (1) bottle of red wine and one (1) bottle of white wine on each table where a maximum of ten (10) people can sit.

#### Suggested menu:

##### Dinner (plated)

- Soup (choice of vegetarian)
- Salad (choice of vegetarian)
- Choice of Entrée on site (chicken, fish, vegetarian)
- Breads
- Dessert (e.g., pastries, cake, etc.)
- Coffee and tea
- Red and white wine on the table

### OPTIONAL COCKTAIL RECEPTION AND FORMAL DINNER

Date	Function	Time	Capacity
October 08	Cocktail Reception	05:00pm – 07:00pm	300
October 09	Formal Dinner	07:00pm – 09:00pm	200

#### c) Constraints:

Menu options must fall within Treasury Board Guidelines on Hospitality. Reception \$46.80; Dinner \$107.23, ( Services Charges and Goods and Services Tax or Harmonized Sales Tax included, as appropriate).

The Bidder must provide prices and menus for meals and alcohol with proposal.

All food and beverage services should include Canadian products.

Reception and Dinner must be kosher-style (no pork, no shellfish etc...) and must include some vegetarian options.

Additional Kosher meals will be required for approximately 10 people for Dinner and 20 people for the Reception.

Final catering guaranties will be given four (4) days in advance of the function.

All linens, glassware and flatware will be included in rental fees.

The Contractor will provide printed menus or buffet cards for meals.

#### d) Client support:

The Contractor will be responsible for setting-up hospitality rooms and for providing service staff.

The Contractor will provide an event organizer to liaise with the Project Authority or/and technical authority.

#### e) Meetings:

The Contractor's staff will be invited to participate in a pre-event meeting. The date and time will be confirmed by the Project Authority or technical authority

**6. Requirement B:****6.1 Accommodation****a) Hotel standard:**

The establishment must have a Canada Select Star rating of 3 or higher or a Canadian Automobile Association (CAA) Diamond rating of 2 and a half or higher.

**b) Guest Room Requirements:**

A block of 525 room nights is estimated to be required from October 05 to October 10 with check-out on October 11, 2013 as distributed below. The Bidders will submit bids for guest rooms available and remove from their inventories the number of rooms included in the Contract until September 05, 2013. 80% of room nights will be considered as booked and payment guaranteed by Canada. After September 05, 2013, remaining rooms outside of 80% of room nights considered booked will return to the Contractor inventory. Inventory of guaranteed rooms will be offered first to delegates. No more than 420 room nights in total will be guaranteed.

October 2013	5	6	7	8	9	10
<b>Estimation of Guest Rooms Required in Total for Requirement A</b>	50	75	100	100	100	100

**Bidders must offer the following number of guest rooms per day to be awarded a contract:**

October 2013	5	6	7	8	9	10
<b>Guest Rooms Requirements per Bid for Requirement A</b>	25	37	50	50	50	50

Rates for guestrooms must be in single and double occupancy.

Rates must be for the provision of safe, clean and comfortable accommodation.

Billing for guestrooms: Delegates will pay for their rooms

**c) Constraints:**

The bidders will provide group code for on-line guest room reservations as well as an international toll-free number for delegates.

Wi-Fi high-speed internet access will be available in guest room and included in guest room rate.

Individual delegates are responsible for making their hotel reservations and settling invoices with the Contractor – no guest room charges will be made to Canada unless directed by project authority or technical authority.

Hotel rooming list will be provided to Project Authority or technical authority upon request.

If guests with guaranteed reservations are turned away, the Contractor will make accommodation and transportation arrangements to alternative comparable hotel within 5 km.

Cancellation policy for guest rooms will be 4:00pm previous day with no penalty.

## ANNEX B - BASIS OF PAYMENT AND BID EVALUATION

### A- REQUIREMENT A

#### 1.0 Basis of Payment

- A) Canada will not be responsible for the reservation and the payment of rooms from October 05 to October 10, 2013; rooms must be reserved and paid by delegates.
- B) Prices for Optional Hospitality Requirements Services: Optional Cocktail Reception and Formal Dinner will be paid by Canada as per terms and conditions in this Request For Proposal.
- C) Canada will only pay for catering service prices according to the proposed unit prices multiplied by the confirmed catering numbers.

#### **GUEST ROOM RATES:**

**Please provide the daily room rate before taxes in single/double occupancy.**

\$ \_\_\_\_\_ per night single/double occupancy

Canada will not be responsible to pay for unreserved rooms above and beyond a cumulative total of 80% room nights. Canada will use the following formula to meet its minimum Guest Room revenue requirements under this Agreement as defined below:

**Maximum Guaranteed Guest Room Revenue: Daily Rate x 80% of room nights offered under the Contract.**

Canada will pay for Guest Room Attrition Damages up to 80% of room nights offered under the Contract as follows:

**Guest Room Attrition Damages: Maximum Guaranteed Guest Room Revenue less Actual Cumulative Revenue from Room Block bookings of all delegates.**

**OPTIONAL CATERING SERVICES RATES:**

The Bidder must provide its catering prices as per identified menu mentioned in ANNEX A. Proposed Prices must be unit Prices, all inclusive but before applicable taxes.

**Submitted unit price must not exceed the following unit cost including gratuity and taxes allotted:**

**Reception**                      **\$46.80**  
**Dinner**                         **\$107.23**

MEALS	DATES 2013	(a) Estimated Quantities	UNIT PRICE \$CAD before gratuity and taxes	(b) UNIT PRICE \$CAD Including Gratuity	UNIT PRICE \$CAD Including gratuity and taxes	TOTAL ESTIMATED PRICES \$CAD  Including gratuity = (a x b)
<b>Cocktail Reception</b>	October 08	300				
<b>Formal Dinner</b>	October 09	200				
<b>TOTAL CATERING SERVICES INCLUDING GRATUITY BEFORE TAXES:</b>						

**2.0 Bid Evaluation (for evaluation purpose only)**

The responsive bid with the lowest evaluated price will be recommended for award of a contract as PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION, 2.0 Basis of Selection. Two (2) contracts will be awarded.

The formula to be used will be:

**Daily Room Rate before tax + Unit Cocktail Reception Price (b) + Unit Formal Dinner Price (b) =  
Evaluated Price**

From the two (2) contracts to be awarded, only one (1) contract will be with the optional catering services. The successful bidder with the lowest evaluated price for catering from the two (2) lowest evaluated bids will be awarded the contract with guest rooms and optional catering.

## **B- REQUIREMENT B**

### **1.0 Basis of Payment**

- A) Canada will not be responsible for the reservation and the payment of rooms from October 05 to October 10, 2013; rooms must be reserved and paid by delegates.
- B) Bidders in Area 1 are to submit rates that are not in excess of \$150 per night before taxes.

### **GUEST ROOM RATES:**

**Please provide the daily room rate before taxes in single/double occupancy.**

\$ \_\_\_\_\_ per night single/double occupancy

Canada will not be responsible to pay for unreserved rooms above and beyond a cumulative total of 80% room nights. Canada will use the following formula to meet its minimum Guest Room revenue requirements under this Agreement as defined below:

**Maximum Guaranteed Guest Room Revenue: Daily Rate x 80% of room nights offered under the Contract.**

Canada will pay for Guest Room Attrition Damages up to 80% of room nights offered under the Contract as follows:

**Guest Room Attrition Damages: Maximum Guaranteed Guest Room Revenue less Actual Cumulative Revenue from Room Block bookings of all delegates.**

### **2.0 Bid Evaluation (for evaluation purpose only)**

The responsive bid with the lowest evaluated price will be recommended for award of a contract as PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION, 2.0 Basis of Selection. Two (2) contracts will be awarded. The lowest evaluated price will be the daily room rate before taxes.

Solicitation No. - N° de l'invitation

B9712-120522/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Ip003

Client Ref. No. - N° de réf. du client

B9712-120522

File No. - N° du dossier

Ip003B9712-120522

CCC No./N° CCC - FMS No/ N° VME

## ANNEX C

### INFORMATION and CONTACTS

1. Bidder Information	
Name:	
Position/Title:	
Telephone number:	
Cellular number:	
Fax number:	
E-mail address:	
<b>2. Property Information</b>	
Name:	
Street Address:	
City:	
Province:	
Postal Code:	
Direct Phone Number:	
Fax Number:	
Toll Free Number:	
Website Address:	
PBN:	

**Note:** Procurement Business Number (PBN)

If you do not have a PBN, please obtain your number using the following instructions:

Canadian suppliers are required to have a Procurement Business Number (PBN) before contract Award. Suppliers may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Internet site at: <http://contractscanada.gc.ca>

For non-Internet registration, suppliers may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

---

## ANNEX D - INSURANCE REQUIREMENT

### 1. COMMERCIAL GENERAL LIABILITY INSURANCE

The Contractor must comply with the insurance requirements specified in this annex. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(n) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

(o) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

(p) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgment of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

## ANNEX E

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

#### Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- (d) ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_

## ANNEX F

### FORMER PUBLIC SERVANT CERTIFICATION

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, in the context of the fee abatement formula, 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

Is the Bidder a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Bidder must provide the following information:

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

Solicitation No. - N° de l'invitation

B9712-120522/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Ip003

Client Ref. No. - N° de réf. du client

B9712-120522

File No. - N° du dossier

Ip003B9712-120522

CCC No./N° CCC - FMS No/ N° VME

---

### 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.

### Certification

By submitting an offer, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.